OFFICE OF ACADEMIC PERSONNEL OVERVIEW

Welcome to new academic HR administrators!
Agenda

• Introductions

• Office of Academic Personnel overview

• Helpful resources

• Central business partner relationships

• Breakout discussion
Introductions

• Mandy Toomey, Communications Specialist
  • With OAP since early 2019
  • Focused on continually improving communications with our partners

• Now it’s your turn!
  • Poll
Office of Academic Personnel (OAP) Overview

Provides centralized guidance about academic personnel including:

• Compliance with state/federal laws and UW policy
• Data governance
• Institutional reporting
• EOAA compliance and reporting
• Steward of records for academic personnel
• Enterprise system support and optimization

Academic HR is the primary administrator support office under OAP
OAP Mission Statement

Support the appointment and retention of the best faculty, librarians, and other academic personnel for a global university.

Promote equitable treatment while ensuring compliance University-wide with internal and external laws, policies, and regulations.

Consult, advise, and solve problems regarding appointments, policies, and employee relations issues.

Our focus on career advancement, compliance, and risk mitigation helps to ensure the success, reputation, and competitiveness of the University.
Who Are Academic Personnel?

- Faculty, librarians, medical residents and fellows, postdoctoral scholars, academic staff
- Outlined in APS 40.1
- Details on OAP’s Academic Titles and Ranks web pages
OAP 2021-22 Service Overview

**Academic HR Transactions**
- 13619 transactions approved in Workday
- 566 promotion and tenure cases reviewed

**Visa-Related Transactions**
- 494 J visa requests and amendments reviewed
- 202 H visa requests (including TN and E-3) reviewed

**Project and Innovation Management**
- PTinfo website for P&T record status
- Hiring plan improvements
- Visa request tool improvements

**Communications and Trainings**
- 20 trainings and forums presented
- 10 eDigests sent

**Academic Personnel Data**
- 80 data requests addressed
- 10 AP Workday reports created
- 32 AP Workday updated
AHR Business Partners

- Review/process academic personnel leave requests
- Advise units on UW policy topics such as employee relations and academic personnel appointments
- Contact for academic personnel in collective bargaining agreements
- Contact for questions about the sexual misconduct disclosures
AHR Specialists

- First contact on academic HR processes and appointment issues
- Assigned to specific schools/colleges/campuses
- Review academic personnel-related transactions for multiyear-eligible and indefinite appointments in Workday
  - Quarterly and annual academic appointment transactions reviewed by ISC
- Review Interfolio academic job postings for UW policy compliance
Senior Reporting and Data Analyst

• Leads OAP data integrity efforts
• Designs campus-facing reports
• Responds to unit/public requests for data
International Scholars Operations Team

- Processes academic personnel visa requests
- Prepares and submits permanent residence documents
- Advises on UW-related immigration matters
- Provides trainings for campus partners on visa request processes and other immigration matters
Visa-Related In-Person Services

- Travel validation signatures for J-1 exchange visitors
- Quick questions or document review for scholars
- Document drop-off or pick-up
  - Bring photo ID for pick-up
- Schedule appointment for longer discussions: acadvisa@uw.edu
- See walk-in hours on the OAP Contacts page
Office of Equal Opportunity and Affirmative Action (EOAA)

- Oversees the University’s Affirmative Action Program
  - Specific placement goals for each unit
- Supports University’s compliance with federal and state equal opportunity and affirmative action laws and regulations
  - Workplace posters
  - Federal Department of Labor requirements
- Processes search waiver requests
- Addresses internal requests for workforce demographic data
Contacting OAP Teams

- General academic HR questions: Acadpers@uw.edu
- Visa-related questions: Acadvisa@uw.edu
- Affirmative Action plan details and placement goal information: EOAA@uw.edu
- General academic personnel data requests: AcadData@uw.edu
  - Response time: Typically two weeks (longer mid-Nov and Feb)
- Leaves requested by academic personnel: APleaves@uw.edu
- Feedback about trainings, eDigests, web content: acadcomm@uw.edu
- See the OAP Contacts page for individual contact information
When You’ll Need to Go Elsewhere

• Workday technical questions: ISC @ ischelp@uw.edu
• Employment verification: https://isc.uw.edu/employment-verification-requests/
• Benefits
  • Options: UWHR @ totalben@uw.edu
  • Managing options in Workday: ISC @ ischelp@uw.edu
• Contract-covered employees: Labor Relations @ laborrel@uw.edu
• Technology access: UW-IT @ help@uw.edu
• Student employment: hr.uw.edu/studentemployment/
• International students: ISS @ uwiss@uw.edu
Helpful OAP Resources

- Due dates calendar
- Upcoming trainings calendar
- Updates and Announcements Blog
- eDigest archive
- Training archive
- COVID-19 resource page
- For Academic Personnel

- Add contacts to OAP mailing lists by emailing acadcomm@uw.edu
- Name, phone extension, NetID, job title, and unit
Info Tech Tools OAP Uses

• Workday: HR management system for all UW

• Interfolio Faculty Search: Academic personnel recruitment

• OAP EDM: System of record for academic personnel data
  • Important because documents uploaded to Workday will be removed after the business transaction is completed
  • Unit administrators are unable to access these files, so they should keep local copies

• Lux: Visa request tool

• RT: Email ticketing system (acadpers, AcadData, apleaves, acadvisa)
UW HR-related Organizations

- **UWHR**: Oversees staff policies and procedures
  - Manages some functions for all workers including academic personnel
- **OAP**: Oversees academic personnel policies and procedures
  - Houses EOAA which serves both staff and academic personnel
- **ISC**: Oversees HR management system (Workday) for both staff and academic personnel
UWHR

- Provides HR support for UW staff
- Services for all UW employees: benefits, disability services, professional development, Whole U, SafeCampus
- Manages labor contracts for all UW employees
  - Unionized academic personnel: postdoctoral scholars, residents and fellows, extension lecturers, librarians (new)
- **HR Community of Practice**
ISC

- Manages Workday, UW’s central HR management system
- Contact for questions about Workday functionality
- Reviews and approves quarterly and annual academic personnel transactions
- Provides trainings and resource materials on Workday use
- Designs and publishes custom Workday reports
- *HCM Service Partner Team*: Key ISC contact group for unit admins
Breakout Rooms

Discussion questions around academic personnel

• What is one question you have so far about your work or the University?