Reappointments Deep Dive

2019-2020
Agenda

• Reappointments Defined
• Reappointments Processes
  • ISC Reappointment Upload
  • Manual Reappointment Process
  • Clinical/Affiliate Reappointments
• Resources
• Tips and Tricks
• Q & A
What are Reappointments?

• Extension of an academic employee’s end date
• Voted on by their appointing unit
• Does not change the current academic title
• NOT Promotions

Note: The reappointment processes in this presentation do not apply to clock-managed titles.
How are Reappointments Processed?

- ISC upload to Workday
- Manual entry by units
ISC Workday Uploads from Unit-Completed Spreadsheets
Overview

• Annual process
  • For annual and multi-year eligible academic appointments
  • Appointments are on the academic calendar (6/15 and 6/30 end dates)
• Two spreadsheets filled out by units and emailed to Academic HR (acadpers@uw.edu)
• Delivery of spreadsheets to AHR completes documentation requirement for these reappointments document – no documentation needs to be uploaded to Workday
Reappointment Steps

**Step 1:** Download “Appointments Eligible for Reappointment (R0555)” report from Workday

**Step 2:** Faculty conducts reappointment vote

**Step 3:** Faculty makes recommendation to chair/director

**Step 4:** Chair/director makes recommendation to dean/chancellor
Reappointment Steps (Continued)

Step 5: Dean/chancellor informs faculty member in writing of reappointment decision

Step 6: Unit administrator completes spreadsheet

• Record decision of “Reappoint” or “Non-Reappoint”
• Record number of years for reappointment term
• Annual appointments are 1-year only. Multi-year eligible appointments can be between 1-5 years. Term column for non-reappointment decisions can be left blank.
Reappointment Steps (Continued)

**Step 7:** Email completed spreadsheets by due date to acadpers@uw.edu

**Step 8:** ISC uploads reappointments into Workday (position, appointment, compensation)

**Step 9:** Units audit information uploaded to Workday
Titles Impacted for December Reappointments: ISC Upload

- Research professor & research associate professor
- Principal lecturer
- Senior lecturer full-time & part-time (annual appointments only)
- Lecturer full-time and lecturer full-time - temporary
- Lecturer part-time
- Clinical (dental pathway only)
- Professor of practice
- Artist in residence (full-time)
Titles Impacted for **Spring** Reappointments: ISC Upload

- Affiliate titles*
- Clinical titles (courtesy and salaried)*
- Adjunct titles
- Acting titles
- Visiting faculty titles
- Teaching associate

*Affiliate and clinical titles have a slightly different process that we’ll outline later in this presentation.
Generating the R0555 Reappointment Report
Selecting Report Criteria: December or Spring

- December Decision: checked
- Spring Decision: unchecked
- Annual Term: checked
- Multi Year Term: checked
- Academic Appointment End Date Range - Start Date: 07/01/2019
- Academic Appointment End Date Range - End Date: 06/30/2020
- Arts and Sciences, College of: checked
- Bothell, University of Washington: unchecked
# Sample: Reappointment Spreadsheet

A screenshot of a spreadsheet titled "Appointments Eligible for Reappointment R0559." The spreadsheet contains columns for Academic Title, Academic Appointment Start Date, Academic Appointment End Date, Academic Rank, Academic Track, Academic Unit, and Academic Unit ID. There is a button labeled "Download and Save Excel File."
Adding Reappoint/Non-Reappoint Decisions and Years

<table>
<thead>
<tr>
<th>Academic Unit ID</th>
<th>Academic Appointment Identifier</th>
<th>Decision Date</th>
<th>Term</th>
<th>Decision: Reappoint/Non-Reappoint</th>
<th>Term: 1 for Annual, 1 to 5 for Multi-year</th>
</tr>
</thead>
<tbody>
<tr>
<td>003</td>
<td>P - Primary</td>
<td>December</td>
<td>Annual</td>
<td>Reappoint</td>
<td>1</td>
</tr>
<tr>
<td>612</td>
<td>P - Primary</td>
<td>December</td>
<td>Multi Year</td>
<td>Reappoint</td>
<td>3</td>
</tr>
<tr>
<td>612</td>
<td>P - Primary</td>
<td>December</td>
<td>Annual</td>
<td>Non-Reappoint</td>
<td>4</td>
</tr>
<tr>
<td>612</td>
<td>P - Primary</td>
<td>December</td>
<td>Multi Year</td>
<td>Reappoint</td>
<td>5</td>
</tr>
<tr>
<td>014</td>
<td>P - Primary</td>
<td>December</td>
<td>Multi Year</td>
<td>Non-Reappoint</td>
<td>6</td>
</tr>
<tr>
<td>014</td>
<td>P - Primary</td>
<td>December</td>
<td>Annual</td>
<td>Reappoint</td>
<td>7</td>
</tr>
<tr>
<td>014</td>
<td>P - Primary</td>
<td>December</td>
<td>Multi Year</td>
<td>Reappoint</td>
<td>8</td>
</tr>
</tbody>
</table>
Timelines: Faculty Notification

December decisions
• 9-Month Faculty: December 14
• 12-Month Faculty: December 31

Spring decisions
• 9-Month Faculty: March 14
• 12-Month Faculty: March 31

Note: If the faculty member is not notified of non-reappointment, the default decision is reappointment
Decisions Due to Academic HR

- December spreadsheet: **January 17, 2020**
- Spring spreadsheet: **March 21, 2020**

Email spreadsheets to Academic HR at acadpers@uw.edu.
Tips

• Don’t forget to run both reports (December and Spring).
• Do not modify the spreadsheet.
• Do not add anything to the spreadsheet other than the “Reappoint/Non-Reappoint” decision and the number of years for the term.
  • Any additions/corrections should be entered in Workday manually.
• Do not manually enter a reappointment action in Workday for an appointment or position that has been included on the reappointment spreadsheets.
• Only send one spreadsheet per school/college/campus for each report (December and Spring).
Manual Entry
Reappointment: Manual Entry

None of these titles will show up on the R0555 report and must be reappointed manually throughout the academic year

Postdoctoral scholars
  • Appointments do not have to align with the academic calendar. Must be reappointed for at least one year and may not have more than 5 total years of postdoctoral scholar experience.

Residents, fellows, visiting lecturers, and visiting scientists
  • Appointments do not have to align with the academic calendar.

Quarterly Appointments (Reappointment may occur on a quarterly basis)
  • Artist in residence for two quarters or less
  • Lecturer part-time for two quarters or less
  • Teaching associate for two quarters or less
Reappointment: Manual Entry

If for any reason an “reappoint” action you submit is unable to be uploaded to Workday, you will be asked to manually enter it into Workday.

Business Processes for Manual Entry

Academic Appointment
• Update Academic Appointment > Update Academic Appointment > Reappointment

Position
• Change Job > Data Change > 02 – Reappointment (Academic Only)

Compensation
• Compensation > Base Pay Change > Extend Compensation Actual End Date
Clinical/Affiliate Reappointments (New for 2019-2020)
Clinical/Affiliate Position Reappointments

Most courtesy titles are unpaid and have a job profile of “Unpaid Academic”

- Reappointment actions on the appointment for clinical and affiliate titles will be uploaded to Workday by the ISC from unit-provided spreadsheet content
- Updates to positions and compensation will need to be entered manually by unit administrators. This includes:
  - Extending position and compensation end dates via reappointment
  - Lateral moves from paid to unpaid academic
Clinical/Affiliate Position Reappointments

<table>
<thead>
<tr>
<th>Employment Date Ending Between: Start Date</th>
<th>07/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Date Ending Between: End Date</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>Organizations</td>
<td>CAS: College of Arts &amp; Sciences (Stacey, Robert C)</td>
</tr>
<tr>
<td>Include Subordinate Organizations</td>
<td>✔</td>
</tr>
<tr>
<td>Job Family Group</td>
<td>01 - Academic Personnel</td>
</tr>
<tr>
<td>Job Family</td>
<td>01 - Academic Personnel - Faculty - Annual or Shorter</td>
</tr>
<tr>
<td>Job Profile</td>
<td></td>
</tr>
</tbody>
</table>

Filter Name

Manage Filters
6 Saved Filters
Save
Other Unpaid Titles

The Upcoming End Employment Dates R0321 report can also be used to identify Emeritus and Visiting faculty whose positions need to be manually reappointed.
Guidance on Non-Reappointing
Non-Reappointment

Terminate the position AND end the academic appointment for non-reappointments

Terminate Employee > Separation > Fixed Term Job Ended

(Do NOT use the “Involuntary” version of this reason code)

End Academic Appointment Track > End Academic Appointment > End of Term Appointment
Non-Reappointment

*Academic personnel employee has academic appointments in another unit*
- Coordinate with those units to ensure correct configuration of the Workday record.

*Academic personnel employee does not have a position in your unit*
- Only end the academic appointment.

*Academic personnel employee has a position in your unit, but will have an active appointment in another unit*
- They will need to be moved into a position in the other unit.
- The appointment identifier on the remaining appointment may need to be updated.
Now It’s Your Turn!

What best practices have you found in conducting faculty votes?

How do larger units with multiple departments manage the reappointment spreadsheet?

What other tips and tricks have you found to facilitate the reappointments process?

Other questions?
Resources

Reappointment instructions

Faculty Code section 24

OAP Sextant (Workday position and appointment details)

UW Provost Lecturer Appointment Guidelines

Workday user guides

Service periods
## Contacts

<table>
<thead>
<tr>
<th>Name/Contact</th>
<th>Supports</th>
</tr>
</thead>
</table>
| David Apelzin       | • School of Medicine  
                       | • School of Public Health                                               |
| 206.221.6916        |                                                                          |
| Stephanie Garcia    | • Arts & Sciences  
                       | • Continuum College  
                       | • College of Education  
                       | • College of the Environment |
| 206.221.8792        | • Evans School of Public Policy and Governance  
                       | • Foster School of Business  
                       | • School of Nursing  
                       | • School of Pharmacy |
| Jesse Zhou          | • College of Built Environments  
                       | • College of Engineering  
                       | • Information School  
                       | • School of Dentistry  
                       | • School of Law  
                       | • School of Social Work  
                       | • University Libraries  
                       | • UW Bothell  
                       | • UW Tacoma |
| 206.221.7416        |                                                                          |
Questions from Presentation

**Q:** First year faculty reappointment decisions don’t happen until spring, but their appointments may appear on the December spreadsheet. How should we account for these people?

**A:** Anyone who falls into this category should be listed as “Non-Reappoint” on the December spreadsheet. Once the faculty has voted on the reappointment in the Spring, the unit administrator can manually enter this reappointment action into Workday. For this population, reappointment documentation should be included in Maintain Worker Documents.

**Q:** Is documentation needed when terminating/ending academic appointments due to decisions to non-reappointment?

**A:** No, additional documentation does not need to be entered in Workday. However, including a comment in the business process to indicate the person was non-reappointed would be very helpful in processing these actions.
Questions from Presentation

Q: Can the R0555 report be broken down by department?
A: At this time the report will only be broken down by School/College/Campus, but once it is downloaded you have the option of filtering by department.

Q: Is documentation needed when terminating/ending academic appointments due to decisions to non-reappointment?
A: No, additional documentation does not need to be entered in Workday. Entering a comment in the business process to indicate the person was non-reappointed would be very helpful in processing these actions.

Q: If an appointment doesn’t show up on one of the reappointment spreadsheets, how do we add it to the spreadsheet?
A: If you expect an appointment to show up on the spreadsheet, but it is missing, check to make sure the end date for that appointment is correct in Workday. You may need to fix an existing appointment to ensure it shows up on the report. If you are unsure what the issue is, please contact your Academic HR Specialist.