REAPPOINTMENTS DEEP DIVE

November 17, 2020
AGENDA

• Reappointments Defined
• Reappointments Processes
  • ISC Reappointment Upload
  • Manual Reappointment Process
  • Clinical/Affiliate Reappointments
• Resources
• Tips and Tricks
• Q & A
REAPPOINTMENTS DEFINED

• 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
REAPPOINTMENT PROCESSES

1. ISC upload to Workday

2. Manual entry by units
ISC Workday Uploads from Unit-Completed Spreadsheets
OVERVIEW

• Annual process
  • For annual and multi-year eligible academic appointments
  • Appointments on academic calendar (6/15 and 6/30 end dates)
• Two spreadsheets completed by units and emailed to Academic HR (acadpers@uw.edu)
• Delivery of spreadsheets to AHR completes documentation requirement for these reappointments – 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
REAPPOINTMENT STEPS

**Step 4:** Chair/director makes recommendation to dean/chancellor

**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.
  - Associate Teaching Professors: 1-7 years
  - Teaching Professors: 1-10 years
REAPPOINTMENT STEPS (CONT’D)

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
DECEMBER REPORT TITLES

- Research professor & research associate professor
- Teaching professor & associate teaching professor
- Lecturer full-time - temporary
- Lecturer part-time
- Clinical dental pathway (professor and associate professor)
- Professor of practice
- Artist in residence (full-time)
Note on first-year faculty on December spreadsheet

- Reappointment decisions for first-year faculty generally don’t happen until spring, but some show up on the December report.
- Anyone in this category should be listed on December spreadsheet as “Non-Reappoint”.
- After vote for these people occurs in the spring, their reappointment decisions need to be added manually to Workday, along with appropriate reappointment documentation.
SPRING REPORT TITLES

• 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.
RUNNING REAPPOINTMENT REPORT
SELECTING REPORT CRITERIA

- December Decision: checked
- Spring Decision: unchecked
- Annual Term: checked
- Multi Year Term: checked
- Academic Appointment End Date Range - Start Date: 07/01/2020
- Academic Appointment End Date Range - End Date: 06/30/2021
### SAMPLE REAPPOINTMENT SPREADSHEET

#### Appointments Eligible for Reappointment R055S

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<thead>
<tr>
<th>EI</th>
<th>Worker</th>
<th>Academic Appointment</th>
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<th>Academic Appointment End Date</th>
<th>Academic Rank</th>
<th>Academic Track Type</th>
<th>Academic Appointment Track ID</th>
<th>Related Practice</th>
<th>Academic Unit</th>
<th>Academic Unit ID</th>
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<td>P - Primary - Drama</td>
<td>Lecturer - PartTime</td>
<td>09/16/2019</td>
<td>08/15/2020</td>
<td>Lecturer - Multi-Year Eligible</td>
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Download and Save Excel File
### ADDING DECISIONS TO R0555

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<th>Academic Unit ID</th>
<th>Academic Appointment Identifier</th>
<th>Decision Date</th>
<th>Term</th>
<th>BP Reason</th>
<th>Decision: Reappoint/Non-Reappoint</th>
<th>Term: 1 for Annual, 1 to 5 for Multi-year</th>
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<td>P - Primary</td>
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<td>Annual</td>
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<td>December</td>
<td>Multi Year</td>
<td>Update Academic Appointment &gt; Update Academic Appointment &gt; Reappointment</td>
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TIMELINES: NOTIFYING FACULTY

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 AHR

- December spreadsheet: January 15, 2021
- Spring spreadsheet: March 19, 2021

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

- Run both reports separately (December and Spring).
- Do not modify the spreadsheet.
- Do not add anything to the spreadsheet other than the “Reappoint/Non-Reappoint” decision and number of term years.
  - Any additions/corrections should be entered in Workday manually.
- Do not manually enter a reappointment action in Workday for an appointment or position included on a reappointment spreadsheet.
- Only send one spreadsheet per school/college/campus for each report (December and Spring).
MANUAL ENTRY
MANUAL ENTRY: OVERVIEW

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
If a submitted “reappoint” action cannot be uploaded to Workday, you will need to manually enter it.

**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
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.
- Updates to positions and compensation 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
Run *Upcoming End Employment Dates R0321* to identify position end dates for clinical/affiliate faculty currently in paid status.
OTHER UNPAID TITLES

**R0321** 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
- All non-reappointment actions must be done manually in Workday

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 has academic appointments in another unit
• Coordinate with those units to ensure correct configuration of Workday record.

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

Academic personnel 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.
RESOURCES

Reappointment instructions
Faculty Code Section 24
Sextant
UW Provost Lecturer Appointment Guidelines
Workday user guides
Service periods
# CONTACTS

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<thead>
<tr>
<th>Name/Contact</th>
<th>Supports</th>
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<tbody>
<tr>
<td>David Apelzin</td>
<td>• School of Medicine</td>
<td>• School of Public Health</td>
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<tr>
<td>206.221.6916</td>
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<tr>
<td>Jesse Zhou</td>
<td>• Arts &amp; Sciences</td>
<td>• School of Dentistry</td>
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<td>206.221.7416</td>
<td>• Continuum College</td>
<td>• School of Law</td>
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<td>Tyler Hitt</td>
<td>• College of Built Environments</td>
<td>• Evans School of Public Policy and Governance</td>
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<td>• Foster School of Business</td>
<td>• UW Tacoma</td>
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Q&A

Does the faculty vote on a recommendation for the term length?

The faculty are only voting on the reappointment action. The reappointment term length is determined by the chair, and whether that happens before or after the vote is up to the unit to decide.

What date range do units choose for the December report?

Always choose 6/30 to ensure you are catching everyone eligible for reappointment.
Q&A

When are the automatic uploads done?
Generally within four weeks of the deadline.

When the code states the dean/chancellor provides notification of a decision, is it possible for that notification to come from an associate dean?
If the authority has been delegated from the dean to the associate dean, then yes.
THANK YOU!