REAPPOINTMENTS

November 15, 2022

UNIVERSITY of WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

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AGENDA

- Reappointments defined
- Reappointments processes
  - ISC reappointment upload (centrally-managed)
  - Manual reappointment process (locally-managed)
  - Clinical/affiliate reappointments
- Resources
- Tips and tricks
- Q & A

REAPPOINTMENTS DEFINED

- Extension of an academic employee's end date

- Voted on by appointing unit

- Does not change current academic title

- NOT promotions

Note: The reappointment processes in this presentation do not apply to clock-managed ranks

REAPPOINTMENT PROCESSES

- ISC upload to Workday (centrally-managed)

- Manual entry into Workday by units (locally-managed)

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 (Winter and Spring) completed by units and uploaded to SharePoint

- Completed spreadsheets sent to AHR signifies documentation required for these reappointments – no documents need to be uploaded to Workday

DECISIONS DUE TO AHR

- Winter spreadsheet: **January 20, 2023**

- Spring spreadsheet: **March 17, 2023**

Upload completed spreadsheets to SharePoint.

REAPPOINTMENT STEPS

Step 0: Review the [2022-23 Reappointment Decision Instructions](#)

Step 1: Download **R0555: *Appointments Eligible for Reappointment*** 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

REAPPOINTMENT STEPS (CONT'D)

Step 6: Unit administrator completes spreadsheet

- Record decision of "Reappoint" or "Non-Reappoint"
- Record number of years for reappointment term
  - Annual appointments: 1-year only.
  - Multi-year eligible appointments: 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: Dean's/chancellor's office administrators upload one completed spreadsheet for Winter and one for Spring to SharePoint by respective due dates

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

Step 9: Units audit information uploaded to Workday

WINTER 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)

Winter Spreadsheet: First-Year Faculty

- Reappointment decisions generally don't happen until spring, but some faculty show up on the Winter report
- In these cases, list the faculty member as "Non-Reappoint" on the Winter spreadsheet
- After the vote occurs in the spring, these reappointment decisions and appropriate documentation, need to be added manually to Workday by the unit

SPRING REPORT TITLES

- Affiliate titles*
- Clinical titles (non salaried and salaried)*
- Adjunct titles
- Acting titles
- Visiting faculty
- 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

SAMPLE REAPPOINTMENT SPREADSHEET

Download and Save Excel File

ADDING DECISIONS TO R0555

TIMELINES: NOTIFYING FACULTY

Winter 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

TIPS

- **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.
- Run and submit reports separately (Winter and Spring).
- Only send one spreadsheet per school/college/campus for each report (Winter and Spring).
- Send the final spreadsheet to AHR close to the due date so decisions are as final as possible.

MANUAL ENTRY

MANUAL ENTRY: OVERVIEW

None of these titles will appear on R0555 and must be reappointed manually

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.

MANUAL ENTRY: OVERVIEW

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

MANUAL ENTRY: OVERVIEW

If a submitted "reappoint" action cannot be processed in Workday, units 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 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

R0321: Upcoming End Employment Dates

Run to identify position end dates for:

- clinical/affiliate faculty currently in paid status
- emeritus and visiting faculty whose positions need to be manually reappointed

Upcoming End Employment Dates R0321

Organizations	× ENG: Deans Office (Allbritton, Nancy (Inherited))
Include Subordinate Organizations	☑
Job Family Group	* × 01 - Academic Personnel ···
Job Family	
Job Profile	
Employment Date Ending Between: Start Date	07/01/2022
Employment Date Ending Between: End Date	06/30/2023

GUIDANCE ON NON-REAPPOINTING

NON-REAPPOINTMENT

- Terminate position **AND** end academic appointment
- 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 to ensure correct configuration in Workday.

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 transferred 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

AHR SPECIALIST CONTACTS

Name/Contact	Supports	
Olivia Hermann Specialist 206.221.6845	• College of Arts and Sciences • Social Sciences • College of Built Environments • College of the Environment • Evans School of Public Policy	• School of Medicine (various) • School of Nursing • School of Pharmacy • School of Social Work • University Libraries • UW Tacoma
Heather Kelly Specialist 206.221.6916	• Continuum College • College of Arts and Sciences • Natural Sciences • College of Education • College of Engineering	• Graduate School • Information School • School of Medicine (various) • School of Public Health • School of Social Work • UW Bothell
Jesse Zhou Specialist 206.221.7416	• College of Arts and Sciences • Arts and Humanities Divisions • Foster School of Business • School of Dentistry	• School of Law • School of Medicine (various) • Undergraduate Academic Affairs

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.

When are the automatic uploads done?

Generally within four weeks of the deadlines.

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.

Q&A

What if someone isn't on the spreadsheet who we expect to be?

You should check Workday to make sure the person's end date is correct. The R0555 report is generated based on academic appointment end dates, so if a person you expect to be on the report is not accounted for, it is likely that their end date in Workday is incorrect. DO NOT add people to the report.

Does the FTE for a reappointment need to be static?

Yes. There are circumstances where FTE can temporarily be adjusted, but contracted FTE should not be changed.

THANK YOU!