QUARTERLY ADMINISTRATORS FORUM SPRING 2022

April 26,2022

UNIVERSITY of WASHINGTON
OFFICE OF ACADEMIC PERSONNEL
acadpers@uw.edu | http://ap.washington.edu/

AGENDA

- Merit prep (Peg)
- Academic review dates (Jim)
- Changes to comp grade data (Carla)
- Tips for navigating the OAP website (Mandy)
- Updates (Kimberlee)

PREPARING FOR MERIT

HAS 9/1/22 MERIT BEEN FORMALLY AUTHORIZED?

- Merit planning letter issued on March 16, 2022; **final guidance has not been released** and is subject to adoption by Board of Regents
- Units should proceed with annual performance and merit review processes

WHY IS IT IMPORTANT TO PREPARE NOW?

- Merit preparation and load process is complex
- To support accuracy and meet deadlines, **units must start data clean-up** in advance of formal merit authorization
- Success depends on accurate merit files fed by accurate Workday data
- Cleaning data **saves time, avoids headaches**
- Potential consequences of bad data:
  - Non-compliance with policy
  - Overpayment or underpayment
  - Disgruntled employees
  - Extra work in September to address errors/corrections

WHEN AND HOW IS DATA PULLED INTO THE MERIT FILE?

- On **August 1**, Office of Planning & Budgeting (OPB) pulls Workday data to create official merit file; sends file to each dean's office
- File uses **prospective snapshot of August 31**; anyone predicted to be in a merit-eligible job profile with comp comes through on the report
- Workday data errors diminish the accuracy of merit file
- To support the August 1 data pull, **data clean-up must be completed by July 31**

WHAT DATA ISSUES COMPLICATE THE MERIT PROCESS?

1. Records with a compensation plan, but 0% FTE (one type of “zero comp”)
2. Records with some percentage of FTE, but a compensation end date effective prior to 9/1 (another type of “zero comp”)
3. Waiting until after August 1 to process a known termination with an effective date of/prior to 8/31

WHY IS ZERO COMP SUCH A PROBLEM FOR MERIT?

- Merit increases are calculated against base salary
- If pre-merit base salary is $0, post-merit base salary will be $0 **($0 + any% = $0)**
- Except in certain leave situations, academic personnel who are not being paid should be in an unpaid job profile or terminated
- “Holding” a position by zeroing out the FTE is not permitted and could be in **violation** of state regulations

HOW CAN I AVOID OR CLEAN-UP ZERO COMP?

Tips to avoid zero comp:

- Ensure 9-month academic appointees with Autumn 2022 offer letters are put on summer hiatus
- Process terminations where appropriate
- Ensure affiliate and clinical non-salaried faculty are returned to unpaid academic job profiles when no longer being paid

Cleaning up zero comp:

- Run **R0536: Merit Data Audit Report**, available in Workday
- Where appropriate, extend compensation and/or employee end dates for appointees continuing in their positions

WHY SHOULD I PROCESS AUGUST TERMINATIONS BEFORE 7/31?

- Merit-eligible academic personnel who are **active on 9/1 are due merit**, even those set to terminate shortly thereafter
- Provost's office has to **hand-check** every academic personnel appointee precluded from merit with the reason code "ineligible" or "precluded"
- This slows down the merit process significantly
- Those with processed terminations will not come over on the merit file pulled on August 1, which will make the file shorter and reduce the time for review

HOW CAN I AVOID AUGUST TERMINATION ISSUES?

Tips to avoid August termination issues:

- If the termination is certain, go ahead and complete Workday business process by July 31
- When processing a termination, remember to end the academic appointment as well as the position

Cleaning up August termination issues:

- Run Workday reports to identify those who have appointments without positions or positions without appointments

  Academic Appointees without Active Positions – R0612
  Academic Workers with Primary Academic Appointments – R0469

ADDITIONAL REMINDERS TO SUPPORT THE MERIT PROCESS

- **Do not process comp changes** with an effective date of 9/1/22 or later until after merit is loaded
- **Run R0025: Compensation Change By Reason** report in Workday to identify retention recipients you intended to preclude
- Make sure you have documentation to support anyone dispositioned as ineligible or precluded

ADDITIONAL REMINDERS TO SUPPORT THE MERIT PROCESS

Rehires

Merit-eligible faculty employed at any point during AY21-22, terminated prior to 9/1/22, and rehired at any point during AY22 -23 **must have the equivalent of a merit increase** factored into the rehire salary.

Moving into Paid Status

Meritorious faculty in an unpaid academic job profile on 9/1/22 **are not due merit until they move into paid status** in a merit-eligible job profile; at that point, they must receive the equivalent of a merit increase

RESOURCES & CONTACTS

- If 9/1/22 merit is officially authorized, a process guide will be made available to campus as soon as practicable

- **Questions?** Contact:
  - Academic personnel merit process: mjstuart@uw.edu
  - Pro staff merit process: uwhrcomp@uw.edu (campus) medcomp@uw.edu (med centers)

Thanks in advance
for your help in supporting
an efficient and accurate
merit process!

ACADEMIC REVIEW DATES

ACADEMIC REVIEW DATES

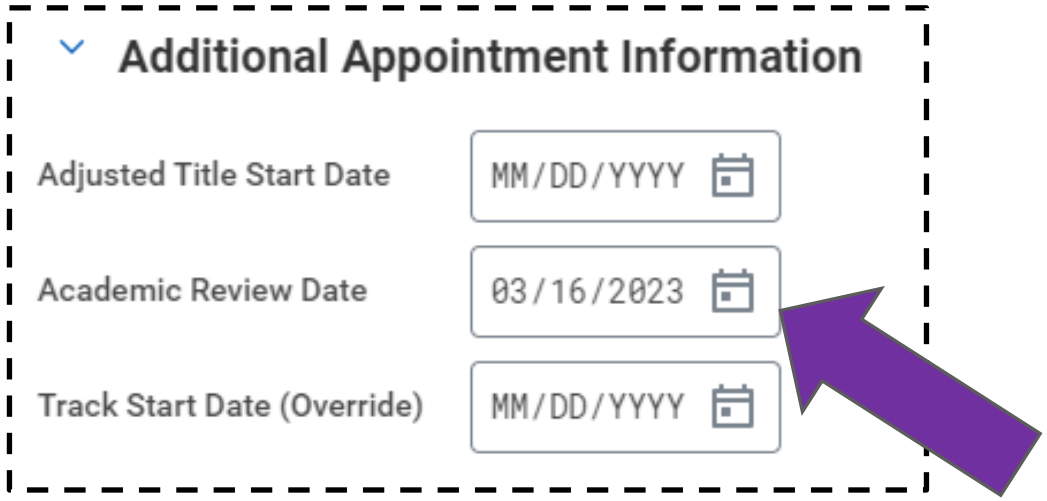
- Previously referred to as “Second Year Review”
- Workday field used for clock-managed academic personnel eligible for two three-year terms

- Assistant Professor
- Assistant Professor WOT
- Research Assistant Professor
- Professor Tenure Track*
- Associate Professor Tenure Track*
- APL Assistant Professor WOT
- Clinical Assistant Professor Dental Pathway
- Sr. Assistant Librarian

*Tenure Track titles are reappointed for a second 2-year term with tenure decision in the fifth year.

ACADEMIC REVIEW DATES

- Since 2017, have been using 3/16 of the second year as the date in this field for most titles
- **Example:** An assistant professor who started in 2021-22 would have their Academic Review Date set for 3/16/2023



ACADEMIC REVIEW DATES

- Rethinking the field after 5 years of Workday experience
- Field will reflect reappointment decision due date for second three-year term

ACADEMIC REVIEW DATES

Unit Administrators

- Use the following dates for Academic Review Date when entering academic appointment for relevant academic personnel
  - **6/15** of second year – Faculty w/ 9-month service periods
  - **6/30** of second year – Faculty w/ 12-month service periods
  - **6/30** of third year – Sr. Assistant Librarians

ACADEMIC REVIEW DATES

Existing Workday appointments

- AHR working with ISC to centrally change Academic Review Dates as necessary
- Action scheduled for June 2022

ACADEMIC REVIEW DATES

Reason code updates

- Updates to Workday reason codes relevant to Academic Review Dates has been scheduled
- Removing “second year” labels from reason codes

ACADEMIC REVIEW DATES

R0353.2: Academics with Approaching Academic Review Date

Set date range of 7/1/2021 – 6/30/2022 and select academic unit or school/college/campus

- Reappointment decisions must be made and documented for all academic personnel on report

ACADEMIC REVIEW DATES

Update Academic Appointment > Faculty Mandatory Promotion Progress Decisions > Academic Review

- Renew
- Postpone
- Non-Renew

CHANGES TO COMPENSATION GRADE DATA

COMPLETED WORK

- Compensation Grades updated
  - Previously: 8 compensation grades, no alignment to functional or operational groupings
  - Now: 12 compensation grades
    - Alignment to minimum pay rate groupings

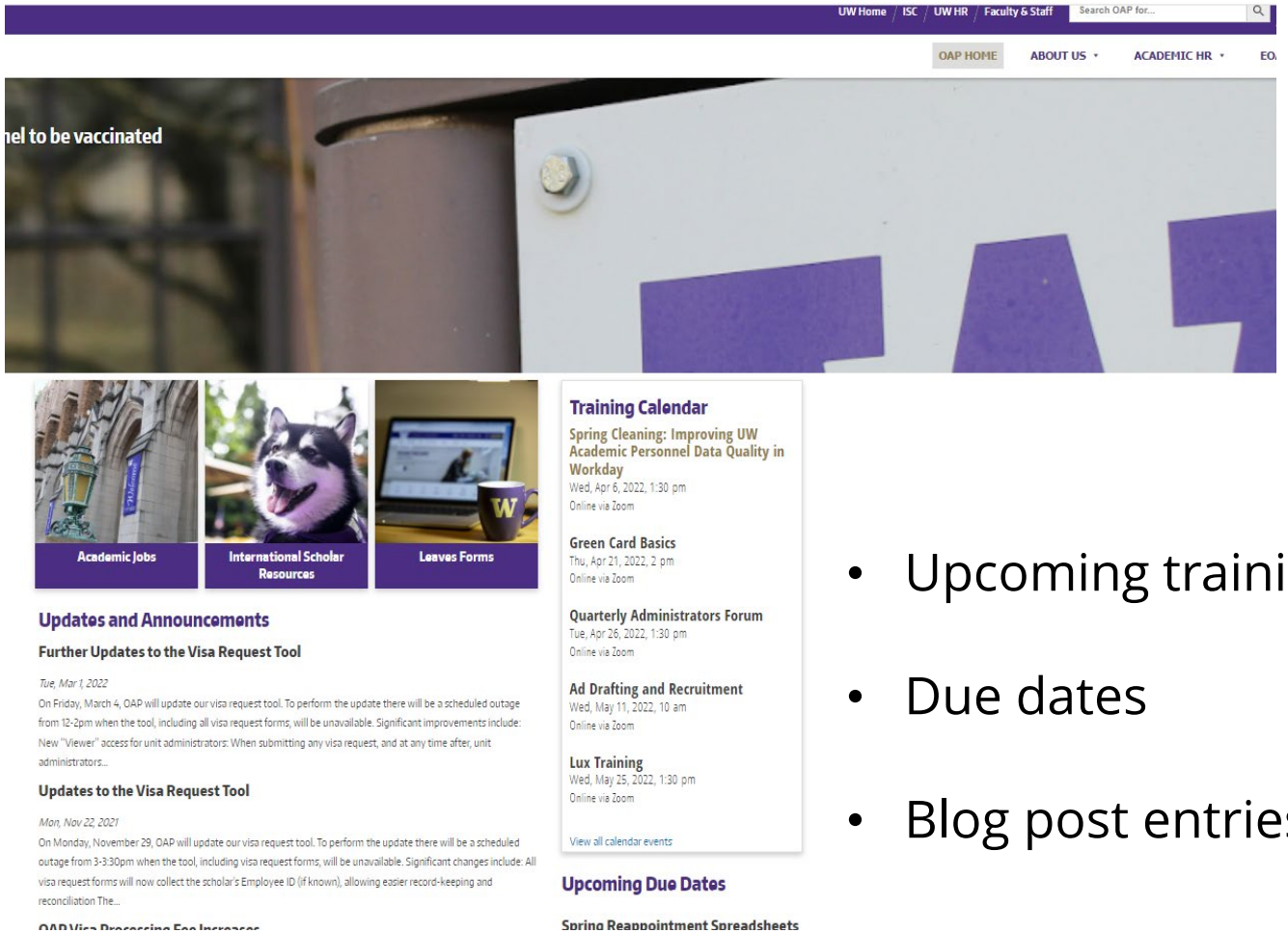
COMPLETED WORK (CONTINUED)

- Compensation Grade Profiles added
  - Faculty compensation grades only (AP03, AP04, AP05, AP09, AP10)
  - Profiles align with service periods and different minimum rates
    - 12-month compensation grade profile (default value)
    - 9-month compensation grade profile

REPORTING UPDATES

- R0659: Academic Salaries Below the UW Minimum
  - Easier to run, fewer prompts, more accurate output
- R0708: Invalid Compensation Grade for Job Profile (Academic Only)
- R0708.1: Invalid Compensation Grade Profile for Academic Personnel
  - Better supports for postdoctoral scholars coming soon.

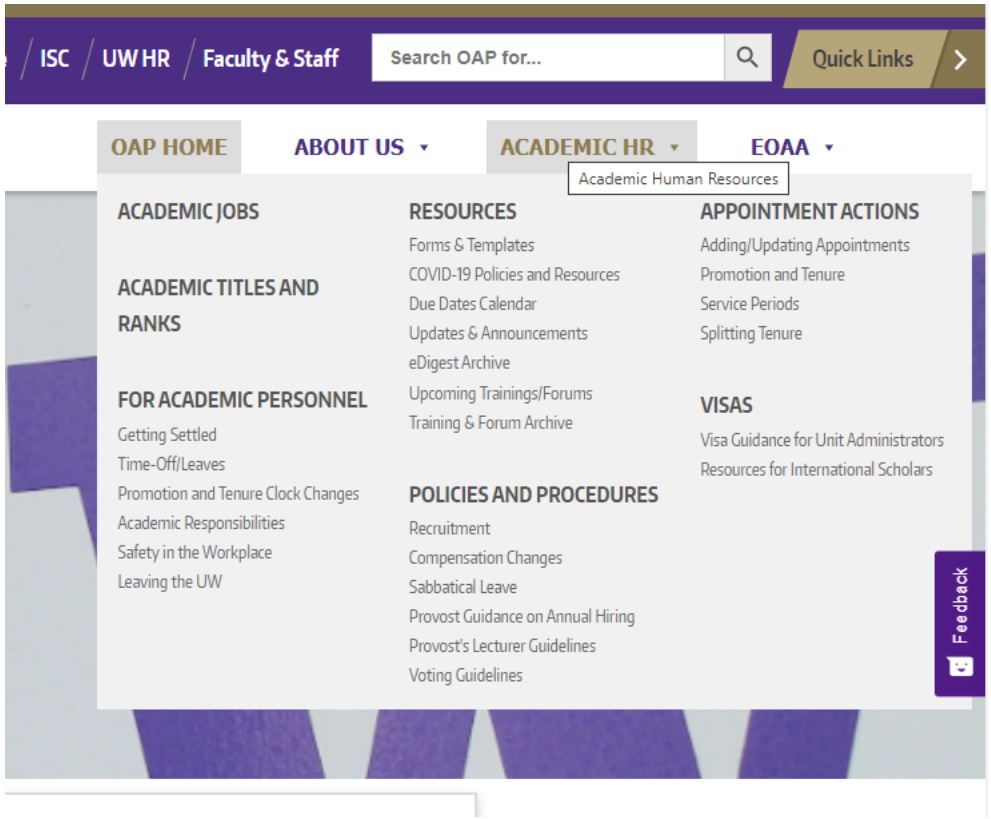
OAP WEBSITE TIPS



OAP HOMEPAGE

- Upcoming trainings
- Due dates
- Blog post entries

OAP WEB MENUS



Academic Titles and Ranks

These pages offer specific details for academic titles and ranks at the University of Washington. See the list below for a breakdown of how specific titles and ranks are grouped together for ease of navigation.

Note: Any discrepancies between information found on these titles and ranks pages and existing University policies including those in UW's Policy Directory and the UW Librarian Personnel Code are unintentional. In such cases, the official UW policy document prevails.

Academic Title/Rank Categories

Acting Titles
Adjunct Appointments
Administrative Appointments
Affiliate Titles
Clinical Titles
Librarian Ranks
Non-Professorial Instructional and Other Related Titles
Postdoctoral Scholar Titles
Professorial Tracks
Residents and Fellows
Visiting Titles
Emeritus Appointments and Re-Employed Retirees

For information about Applied Physics Lab (APL) and ROTC ranks, please contact acadpers@uw.edu.

Key Terms

Title, rank, and appointment: These terms are used throughout OAP's titles and ranks pages when referring to the general designation of someone's role at the University. While these terms are often used interchangeably in casual conversation or specifically in other contexts (e.g., Workday), use on OAP's titles and ranks pages is intended to align directly where relevant with how each designation is styled in the UW Faculty Code and the UW Librarian Personnel

Academic HR
Academic Jobs
Academic Titles and Ranks
- Acting Titles
- Adjunct Appointments
- Administrative Appointments
- Affiliate Titles
- Clinical Titles
- Librarian Ranks
- Non-Professorial Instructional and Related Titles
- Postdoctoral Scholar Titles
- Professorial Tracks
- Residents and Fellows
- Visiting Titles
- Emeritus Appointments and Re-Employed Retirees
For Academic Personnel
Resources
Policies and Procedures
Appointment Actions

LANDING PAGES

Resources

Looking for information about COVID-19 preparedness at UW? Visit the University of Washington's Novel Coronavirus Information page.

Forms

+ New Hire or Appointment Change
+ Professional
+ Postdoctoral Scholars
+ Salary Changes
+ Visas

Templates

+ Postdoctoral Scholars
+ Promotion and Tenure
+ Recruitment and Hiring
+ Visas

Users Guides, Checklists, and Other Resources

+ Recruitment and Hiring
+ Visas

RESOURCE SECTION

For Academic Personnel

Looking for information about COVID-19 preparedness at UW? Visit the University of Washington's Novel Coronavirus Information page.

This section provides information for incoming and newly hired individuals as well as current academic personnel employees.

If you have specific questions about working at UW that are not addressed in this section, contact your individual department for additional resources. You can also contact the Office of Academic Personnel.

Forms

+ Personal Leave
+ Professional Leave
+ Visas

Other Resources

+ New Employee Information
+ Visa Reference Guides
+ Promotion and Tenure

Academic Personnel Categories

Academic personnel is defined by UW APS 40.1. In some cases policies within this section relate to some, but not all categories of academic personnel. Discrete academic personnel categories will be called out when relevant.

Academic HR
Academic Jobs
Academic Titles and Ranks
For Academic Personnel
- Getting Settled
- Time-Off/Leaves
- Promotion and Tenure Clock Changes
- Academic Responsibilities
- Safety in the Workplace
- Leaving the UW
Resources
Policies and Procedures
Appointment Actions
Visas

RESOURCES FOR FACULTY AND OTHER ACADEMIC PERSONNEL

Employer Sexual Misconduct Reference Form

- Form instructions now clarified to state that completed forms be returned to initial requester (not acadpers@uw.edu)
- Updated form: Sexual Misconduct Reference Checks page

UPDATES

QUESTIONS?

Additional Resources

- Contact your Academic HR Specialist
- Visit the OAP Training and Administrators Forum Archive

Q&A

Q: *Does R0025 only include academic personnel job profiles?*

A: You may select any job family when running this report.

Q: *Are merit blackout dates posted yet?*

A: Not yet. Process guide will be posted as soon as merit is approved.

Q: *Do we know when academic personnel salary minimums will be revisited and posted?*

A: September 2023