



Office of Academic Personnel Quarterly Administrators Forum

March 13, 2024

Agenda

- Merit and Unit Adjustment Alignment
- Pending Changes to Additional Compensation for Faculty
- Evolution Of Workday Support
- Upcoming USCIS Visa Fee Changes (ISO)
- Updates and Reminders
- Due Dates On The Horizon

The background is a solid purple color with a semi-transparent overlay of white flowers. The flowers are in various stages of bloom, with some showing detailed stamens and petals. The text is centered over the image.

Merit & Faculty Unit Adjustment Alignment

Overview

In FY24, merit increases and centrally funded unit adjustments for faculty were both effective on **September 1**.

A locally funded unit adjustment for faculty was effective on **April 1**.

Problem Statement & Charge

Staggering merit increases and faculty unit adjustments can **complicate budgeting**, lead to **increased administrative burden**, and make it difficult for faculty to have an immediate, consistent sense of their salary for the academic year, which **increases anxiety** for some.

For FY25, Provost Serio has asked that all three compensation increase mechanisms **align to be effective on September 1**.

What You Can Expect

- A call for locally funded unit adjustment (LUA) proposals in the near future and **a simplified proposal template**
- An **FY25 Process Guide** outlining parameters for all three compensation actions and guiding you in preparation and submission activities
- A **single faculty spreadsheet ('official merit file')** to capture increase recommendations for all three compensation actions

What You Can Expect

- Recommendations for merit, centrally funded unit adjustment (CUA), and locally funded unit adjustment (LUA) increases will be **combined into a single percent increase**, which will be added to the projected Aug 31 base salary

$$A\% \text{ (merit)} + B\% \text{ (CUA)} + C\% \text{ (LUA)} = D\%$$

$$8/31 \text{ base salary} + D\% = \text{Sept 1 new base salary}$$

Unit Adjustments

Unit adjustments – whether funded locally or centrally – are **discretionary**; this means that not all faculty need to receive them.

The official merit file for faculty will have separate columns for the merit %, CUA %, and LUA %.

If your unit chose **not to submit** a locally funded unit adjustment proposal, you will enter “0%” in the LUA column.

For faculty **recommended** for one/both unit adjustments, the unit will enter a value within the allowable range; otherwise, the unit will enter “0%”.

Pending Authorization

At this point, merit and unit adjustments **have not** yet been officially authorized.

Such authorization typically occurs in late Spring Quarter.

If/when authorized, **the provost will issue a memo** specifying percentages and ranges for merit and unit adjustment increases, subject to Board of Regents approval at their June meeting.



Additional Compensation for Faculty

Overview

In 2022-23, **UW Internal Audit** completed a review of policies and processes related to additional compensation for faculty.

Their audit report identified **six categories (“findings”) where internal controls were insufficient** to ensure compliance with policy.

Two of the six were coded as high risk; four were coded as medium risk.

Findings Summary

The report found **inconsistencies and/or lack of guidance** concerning:

- Additional compensation policies, procedures, terms, and definitions
- How additional compensation is calculated
- Documentation required to request/approve additional compensation
- Coding of additional compensation in Workday
- Advanced approval for additional compensation

UW Response

UW Internal Audit made recommendations on how to address each finding.

OAP—acting on behalf of the UW—was charged with responding to those recommendations and **committing to a plan of action.**

UW must deliver on its commitment by **July 15, 2024.**

Key Areas of Action

A key deliverable is to review, clarify, and **revise Executive Order 59**.

A draft revision—supported by the Provost and President—was presented to the Board of Deans and Chancellors earlier this year. There was **broad support** for the draft.

It is now with the Faculty Senate for comment. Any comments will be considered by the President prior to finalizing the revision.

While final language has not been approved, **we anticipate limited changes**.

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*If approved
as currently drafted,*

Revised EO59 will:



Unify all types of extra compensation to faculty under a single, system-agnostic term “additional compensation”



Require deans/chancellors to establish and communicate **standard workload distributions** for faculty



Direct units to **adjust workload as a first strategy** in addressing overload teaching and/or service



Allow for additional compensation where there is a **significant expansion** of duties beyond or distinct from the regularly assigned workload

*If approved
as currently drafted,*

Revised EO59 will:



Limit total additional compensation per month to **25%** of the faculty member's monthly base salary



Authorize deans/chancellors to approve requests **up to the 25% limit**



Require provost's review and approval of anything above 25%

Exemptions

- The following are **Exempt** from the 25% cap:
 - Overload clinical coverage
 - Overload service associated with administrative appointments requiring Board of Regents approval
 - Outside Work for Compensation (approved through Form 1460)
 - Reimbursements
 - Non-effort-based compensation like relocation incentives and mobile service agreements
 - Compensation associated with an academic honor (endowment supplements, outstanding teaching awards)

OAP's work in progress

To support you in complying with the new EO (once approved), we are:

- Developing and configuring new **more intuitive** Workday reason codes
- Planning to configure Workday to include **validation rules** (e.g., to check whether above/below 25% cap)
- Developing guidance that includes **clear descriptions** of reason codes/terms, policy links, and **examples** of appropriate and inappropriate use
- Shifting away from Period Activity Pay – which is administratively burdensome – toward allowances (TPS and ADS)
- Working with UW-IT to explore options for—where possible— ‘transitioning’ existing instances of additional compensation to new model to **minimize administrative burden**

How You Can Prepare

- As appropriate, **assist your leadership** in documenting standard workload distributions and additional comp calculation methodology
- **Be mindful of the 25% cap** when planning additional compensation; can this work be accomplished via a workload adjustment?
- Review [OAP's website](#) to understand which administrative appointments are considered **principal administrative appointments**
- **Monitor OAP's eDigest** for more information, training opportunities, and other implementation support

Target Dates

- May 1** Confirmation of official EO approval
- Jun 15** OAP website and Workday resources deployed
- Jul 15** New Workday reason codes/BPs/compensation plans configured and operational
- Dec 1** All active faculty compensation is aligned with policy and new model

OAP will update you once the revised EO is official.



Updated Salary Minimums

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As part of implementation, **OAP** will:

- Update our website
- Review *in progress* Interfolio ads to ensure compliance with new minimums
- Update Compensation Grades in Workday
- Partner with the ISC to centrally process increases for affected faculty via EIB load

For new appointments effective on or after 5/1/24, we kindly request units to review previously issued offer letters to ensure compliance with the updated salary minimums.

Updated Salary Minimums

Faculty	9-month	12-month
Professors (tenured, tenure track, WOT, research, and teaching)	\$ 8,195	\$ 7,512
Associate Professors (tenured, tenure track, WOT, research, and teaching)	\$ 7,450	\$ 6,829
Assistant Professors (tenured, tenure track, WOT, research, and teaching)	\$ 6,773	\$ 6,208
Senior Artists in Residence and Professors of Practice	\$ 6,157	\$ 5,644
Lecturers, Artists in Residence, Teaching Associates, and Instructors	\$ 5,597	\$ 5,131
Academic Staff & Librarians	Monthly	
Educators	\$	TBD
Visiting Scientists	\$	5,644
Non-union Extension Lecturers	\$	TBD
Librarians	\$	5,644

Please note that the salary minimums mentioned herein will be effective as of May 1, 2024.



Evolution Of Workday Support

Collaborative Approach

OAP, along with UWHR and FPB, leadership decided there was benefit in keeping the HCM Operations Team together and that UWHR was best positioned to meet the evolving needs for support in the stabilization and optimization of Workday.

- The intent is to create a more integrated, efficient, and employee-focused service model that will be able to more easily realize the process improvements and efficiencies in how we use Workday to support HR and payroll functions.
- Faculty/Academic Personnel Workday BPs will continue to route as they do now
- OAP remains your go-to for questions about all academic personnel titles/ranks/tracks, policies, processes, and best practice. We will continue to serve as the institutional lead on policy underlying academic personnel transactions in Workday, working closely with UWHR to ensure policy and process alignment.

Timeline

- **March 2023:** ISC Benefits reintegrated with UWHR Benefits
- **December 2023:** ISC technical teams integrated into UW-IT (Application Management, Financial Application Management, Reporting, Tenant Management)
- **May 1, 2024:**
 - **Payroll** to transition from the ISC **will move to** UW Finance, Planning, and Budgeting.
 - **ISC's Employee Workday Services (Tier 1) will move to UWHR.**
 - **ISC's HCM team for both staff and academic personnel will also be moved to UWHR.**



USCIS Visa Fee Changes

Upcoming USCIS Fee Increases

FORM/VISA TYPE	CURRENT FEE	NEW FEE - NONPROFIT	NEW FEE - FULL
I-129 H-1B	\$460	\$460	\$780
I-129 TN/E-3	\$460	\$510	\$1015
I-129 O-1	\$460	\$530	\$1055
I-140	\$700	\$715	\$715
Asylum Program fee	\$0	\$0	\$600

H-1B Fee Checks to Provide (for now)

- ISO recommends providing the following checks for each H-1B petition (new fees in **bold**):
 - \$460 H-1B I-129 filing fee
 - **\$320 H-1B I-129 filing fee**
 - **\$600 Asylum Program fee**
 - \$500 H-1B Fraud Prevention Fee
(required for new H-1Bs and changes of employer)
 - \$2805 Premium Processing Fee
(where necessary or recommended to expedite USCIS processing)
- This minimizes chances that USCIS will reject petitions, while allowing USCIS to return checks if it decides that they are not necessary.
- Once fee structure ambiguity is resolved, ISO will send updated guidance and update our [Visa Fees](#) page accordingly.

Updates and Reminders

The image features a solid purple background with a faint, artistic photograph of several light-colored flowers, possibly cherry blossoms, in various stages of bloom. The flowers are positioned on the right side of the frame, with one in the foreground and others behind it, creating a sense of depth. The text 'Updates and Reminders' is centered horizontally and overlaid on the purple background in a clean, white, sans-serif font.

Promotion/Tenure Notifications

- March 31 - Faculty with a **Mandatory** review for promotion and/or tenure can expect to be notified of a successful outcome March 31. Notifications sent by the Office of Academic Personnel
- May 31 – **Faculty with Non-Mandatory, Librarian, Clinical, and Affiliate** review for promotion and/or tenure can expect to be notified of a successful outcome May 31. Notifications sent by the Office of Academic Personnel.

Postdoctoral Scholar Reporting Updates

Access to Workday report **R0613 Upcoming Postdoctoral Scholar Required Compensation Changes** has been temporarily removed. In the meantime, units should:

- Run **R0702 Missing & Invalid Postdoc Anniversary Dates** in Workday to enter or correct anniversary dates for anyone included in the report output. For information on the process for entering a postdoc anniversary date, see the [Change Job - Postdoctoral Scholar and Postdoctoral Scholar-Fellow](#) User Guide.
 - ~165 Postdocs with missing/incorrect anniversary date in Workday
- Run **R0614 Postdoctoral Scholar Roster** in Workday for the date range that includes the compensation changes you are preparing to enter.

Retention & Relocation Incentive Processes

- The intake process for [retention salary adjustment requests](#) and [relocation incentive requests that require exceptional approval](#) has changed.
- Completed request forms should now be submitted to VPAP@uw.edu.
- This change brings coordination of both request types in line with other requests that require provost review. Request forms and associated web content have been updated to reflect this change.
- Peg (mjstuart@uw.edu) is still your point of contact should you have questions

Affiliate Appointments for Staff

Current State - Faculty Code Section 24-34.B.10:

An affiliate appointment requires qualifications comparable to those required for appointment to the corresponding rank or title. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University.

Interpretation: staff members can hold an affiliate faculty appointment at UW only if their primary employment (i.e., staff position) was in a non-academic unit.

Revised policy

Staff appointed in one UW academic unit to hold an affiliate faculty appointment in another UW academic unit provided the affiliate unit is outside the school/college/campus of their staff appointment.

Revised Affiliate Policy in Action

Example 1:

*A staff member in the College of Engineering's Department of Chemical Engineering **could** hold an affiliate faculty appointment in UWB's School of Business. While both are academic units, this is allowable because the affiliate appointment is outside the College of Engineering.*

Example 2:

*A staff member in the College of Arts & Sciences' Department of English **could not** hold an affiliate appointment in the Department of Anthropology. This is not allowable because the two academic departments are within the same college.*

Example 3:

*A staff member appointed in UWB's Division of Planning & Administration **could** hold an affiliate appointment in a UWB's School of Educational Studies. This is because the UWB's Division of Planning & Administration is an administrative unit and not an academic department.*

Key Due Dates on the Horizon

Remember to frequently review the OAP's [Due Dates Calendar](#)

Mar 15, 2024 Return from Winter Quarter Sabbatical

Mar 15, 2024 Submit 'Spring' Spreadsheets for Faculty Reappointments

Mar 15, 2024 Notify 9-month Faculty in 1st Year of Appointment of Reappointment Decision

Mar 16, 2024 Spring Quarter Sabbatical begins

Mar 31, 2024 Mandatory Faculty Promotion/Tenure Notifications sent by the OAP

Mar 31, 2024 Notify 12-month Faculty in 1st Year of Appointment of Reappointment Decision

Apr 12, 2024 Submit Librarian Promotion Records

Apr 16, 2024 Items due to AHR for May 9th Board of Regents Approval.

May 1, 2024 Submit H Visa Requests for Appointees Starting in September

May 21, 2024 Items due to AHR for June 13th Board of Regents Approval.

May 31, 2024 Non-mandatory Faculty, Clinical and affiliate faculty and Librarian Promotion/Tenure Notifications sent by the OAP

Trainings 2023-24

Check OAP's
[Training Calendar](#)
for future training
opportunities.

Apr 17 Retirement/Emeritus/Reemployment Policies

May 15 Spring Cleaning: Data Clean Up

Jun 12 Quarterly Administrators Forum

Visa Related Trainings

Mar 15, 2024 Orientation for Employment-based Visa Holders

Mar 20, 2024 Permanent Residence for Faculty

Apr 19, 2024 Orientation for Employment-based Visa Holders

May 17, 2024 Orientation for Employment-based Visa Holders



Thanks for attending!