

# SPRING CLEANING 2025



ACADEMIC PERSONNEL & FACULTY

UNIVERSITY *of* WASHINGTON



# WELCOME



- > **Introductions**
- > **Objectives**
- > **Agenda**
- > **Q&A**



# INTRODUCTIONS



## RESPOND IN THE POLL

- > **Time in current role**
- > **Time at UW**
- > **Comfort level with HR data for Academic Personnel**
- > **Comfort level with audit reports in Workday**

# OBJECTIVES

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1. **Understanding of how audit reports connect operational activities**
2. **Identify when run reports based on your unit's processes and timelines**

# BUSINESS PROCESSES



## ANNUAL OPERATIONAL PROCESSES

- > **Promotions and/or Tenure**
- > **Academic Review**
- > **Reappointments**
- > **Summer Hiatus**

## AD-HOC OR QUARTERLY PROCESSES

- > **Hiring/New Appointments**
- > **Terminations/Ending Appointments**
- > **Postdoc Compensation Changes**
- > **Voting Rosters**

# REAPPOINTMENTS



# BUSINESS PROCESS BASICS



## What is it?

- > *Annual process to extend the appointment and position end dates for annual and multi-year faculty titles*
- > *Documentation of unit level approvals of rank level or track changes for annually appointed clinical and affiliate faculty*

## Why does it matter?

- > *The faculty code requires that faculty who hold certain titles be considered for reappointment at the end of their appointment term*

## Who is impacted?

- > *Faculty in most titles with annual or multi-year terms*

# DATES TO CONSIDER



**Mid-January:** “Winter” decisions are due to APF

- Faculty notification required by December 15 (9-month) or December 31 (12-month)

**Mid-March:** “Spring” decisions are due to APF

- Faculty notification required by March 15 (9-month) or March 31 (12-month)



# MORE DATES TO CONSIDER



## Before the appointments/positions expire:

- Manual renewal of appointments in academic ranks not included in R0555
- End non-renewed appointments/positions

*When does your dean's/chancellor's office want materials for each year's decisions?*

*When does your unit start the review process?*

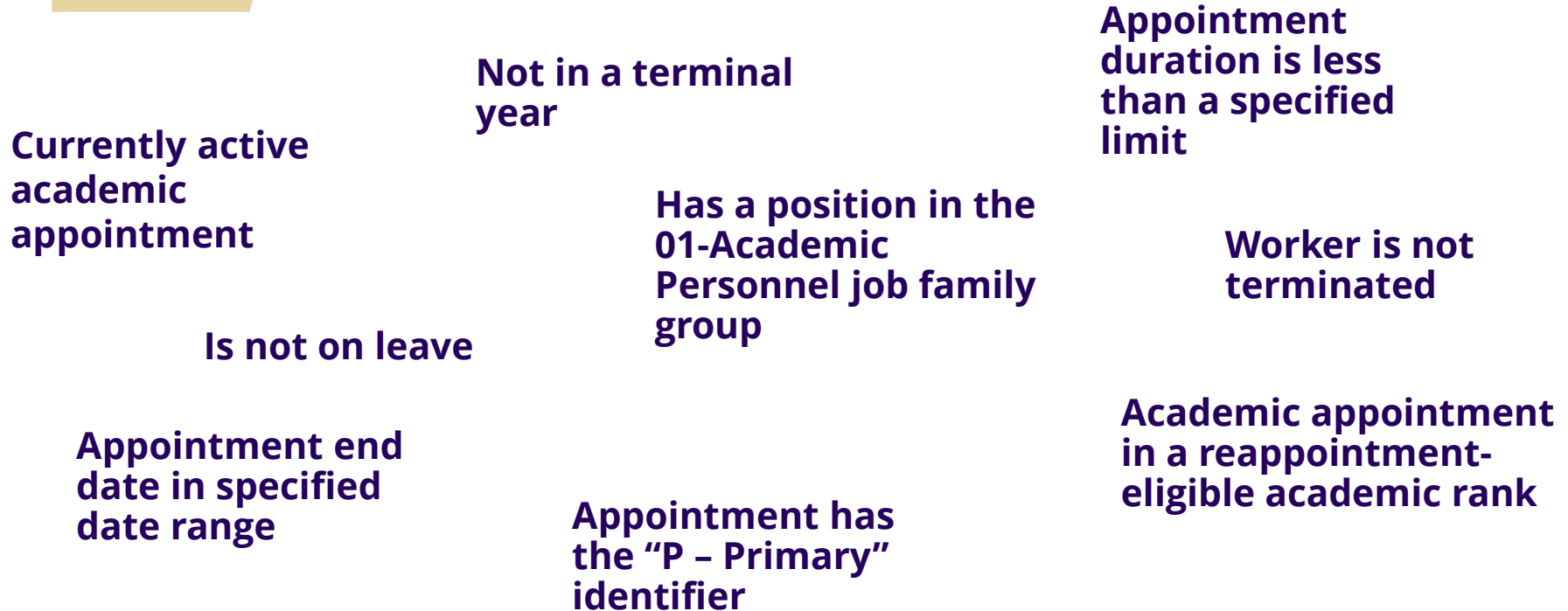
# DETERMINING ELIGIBILITY



**R0555: Appointments Eligible for Reappointment**

**R0555.2: Annual Clinical & Affiliate Appointments Eligible for Reappointment**

# R0555/R055.2 REPORT INCLUSION CRITERIA



# R0555/R0555.2 REPORT INCLUSION CRITERIA

**Currently active  
academic  
appointment**

**Not in a terminal  
year**

**Appointment  
duration is less  
than a specified  
limit**

**Is not on leave**

**Has a position in the  
01-Academic  
Personnel job family  
group**

**Worker is not  
terminated**

**Appointment end  
date in specified  
date range**

**Appointment has  
the "P – Primary"  
identifier**

**Academic appointment  
in a reappointment-  
eligible academic rank**

# DATA NEEDED FOR THE PROCESS

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## Output from Workday reports

- R0555: Appointments Eligible for Reappointment
- R0555.2: Annual Clinical & Affiliate Appointments Eligible for Reappointment

## Active position

- Academic rank must be valid for the job profile

*Additional data as determined at the unit level*

# RELATED AUDIT REPORTS



## **R0630: Invalid Appointment End Date Audit**

- Affects output of R0555/R0555.2

## **R0663 : Invalid Academic Position End Dates**

- Affects output of R0555.1 (report used to extend position end dates for certain titles)

## **R0612: Academic Appointees without Active Positions**

## **MORE RELATED AUDIT REPORTS**



**R0469: Academic Workers without Primary Academic Appointments**

**R0650: Academic Personnel with Invalid Primary Academic Rank**

**R0721: Secondary Appointments with Invalid Ranks**

# AUDIT REPORTS IN CONTEXT

Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0321: Upcoming End Employment Dates	✓			✓
R0361: Expired & Expiring Academic Appointments	✓	✓	✓	
R0469: Academic Workers without Primary Academic Appointments	✓	✓	✓	
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0630: Invalid Appointment End Date Audit	✓	✓	✓	
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓	✓	✓	
R0663: Invalid Academic Position End Dates	✓	✓		✓
R0721: Secondary Appointments with Invalid Ranks	✓	✓		



# PROMOTION AND/OR AWARDS OF TENURE OR PERMANENT STATUS



# BUSINESS PROCESS BASICS



## What is it?

- > *Annual process managed by APF to facilitate Provost review and approval of promotions and/or awards of tenure or permanent status for faculty and librarians*

## Why does it matter?

- > *Packets must be reviewed by the Provost for a promotion or award of tenure/permanent status to be granted*

## Who is impacted?

- > *Faculty and librarians in promotion-eligible titles*
  - *Annually appointed clinical and affiliate faculty are no longer included in this process*

# DATES TO CONSIDER

The timelines for the promotion and tenure/permanent status process will be changing in AY2025-26 with the introduction of Interfolio RPT, please keep an eye out for updates and announcements from APF on this topic.

**August:** Expected mandatory promotions list distributed by APF

**Mid-December:** Mandatory P&T cases due

**Early February:** Non-mandatory P&T cases due

**Late April:** Librarian P&T cases due

*When does your dean's/chancellor's office want materials for each year's P&T candidates?*

*When does your unit start the P&T review process?*

# DETERMINING ELIGIBILITY



**R0353.1: Academics with Approaching Mandatory Review Date**

**R0401: Academic Personnel Appointment Details**

- Use to identify faculty and librarians in non-clock managed but promotion-eligible titles/ranks

# DATA NEEDED FOR THE PROCESS



**Active position**

**Primary academic appointment**

- Must correspond to job profile(s)

**Secondary academic appointment(s)**

- Must be valid for primary academic rank

*Additional data as determined at the unit level*

# ADDITIONAL DATA NEEDED FOR THE PROCESS



Education history

Waivers (for clock-managed ranks)

Roster value

Tenure value (if tenured)

*Additional data as determined at the unit level*

# RELATED AUDIT REPORTS



## **R0722: Academic Promotion/Tenure Data Issues**

- Invalid primary academic rank
- Missing education history
- FTE/roster/tenure value issue
- Missing waiver year entries
- Invalid academic appointment end date
- Invalid academic position end date
- Invalid secondary appointment

# RELATED AUDIT REPORTS (CONTINUED)



## **R0630: Invalid Appointment End Date Audit**

- Affects R0353.1 output (identification of people in their mandatory year)

## **R0612: Academic Appointees without Active Positions**

## **R0469: Academic Workers without Primary Academic Appointments**



# R0353.1 REPORT INCLUSION CRITERIA

Active academic appointment	Active position	Appointment end date in specified date range	Appointment has the "P – Primary" identifier
Has education history populated	Has a position in the 01-Academic Personnel job family group	Not in a terminal year	Academic appointment has not been ended
			Not on leave

Active  
position

Appointment  
end date in  
specified date  
range

Appointment has  
the "P – Primary"  
identifier

Active  
academic  
appointment

Has a position in  
the 01-Academic  
Personnel job  
family group

Academic  
appointment  
has not been  
ended

Has education  
history populated

Not in a  
terminal year

Not on leave

# R0353.1 REPORT INCLUSION CRITERIA

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Active  
position

Appointment  
end date in  
specified date  
range

Appointment has  
the “P – Primary”  
identifier

Active  
academic  
appointment

Has a position in  
the 01-Academic  
Personnel job  
family group

Academic  
appointment  
has not been  
ended

Has education  
history populated

Not in a  
terminal year

Not on leave

# AUDIT REPORTS IN CONTEXT

Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0343: Appointments with Invalid Appointment Identifiers		✓	✓	
R0361: Expired & Expiring Academic Appointments	✓	✓	✓	
R0469: Academic Workers without Primary Academic Appointments	✓	✓	✓	
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0630: Invalid Appointment End Date Audit	✓	✓	✓	
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓	✓	✓	
R0663: Invalid Academic Position End Dates	✓	✓		✓
R0686: Waiver Year Actions without Waiver Year Entries		✓		
R0689: Academic Personnel Missing Education History Entries		✓		
R0707: Academic FTE/Roster Percent/Tenure Value Audit		✓		
R0721: Secondary Appointments with Invalid Ranks	✓	✓		

# QUESTIONS?



**R0722 includes pro-staff with academic appointments and flags them as a rank issue, is this accurate?**

- > *The policy regarding pro-staff holding academic appointments has changed since this report was last updated, so it is on the list of reports requiring maintenance. We recommend checking in with your designated Specialist if you have concerns about the position(s) and appointment(s) for a specific individual.*

# ACADEMIC REVIEW



# BUSINESS PROCESS BASICS



What is it?

- > *Review during the second year of the initial 3-year appointment for certain faculty and librarians*

Why does it matter?

- > *A successful review is required before starting the second 3-year appointment*

Who is impacted?

- > *Clock managed faculty and senior assistant librarians*

# DATES TO CONSIDER



**June 15:** Decisions for 9-month faculty must be entered in Workday

**June 30:** Decisions for 12-month faculty must be entered in Workday

**June 30:** Decisions for librarians must be entered in Workday

- Librarian review period begins October 1 (per Librarian Personnel Code and SEIU 925 Librarians collective bargaining agreement)

*When does your dean's/chancellor's office want materials for each year's candidates?*

*When does your unit start the review process?*

# DETERMINING ELIGIBILITY



**R0353.2: Academics with Approaching Academic Review Date**



# DATA NEEDED FOR THE PROCESS



**Position(s) in the 01-Academic Personnel job family group**

**Primary academic appointment**

- Must correspond to job profile(s)

**Secondary academic appointment(s)**

- Must be valid for primary academic rank

*Additional data as determined at the unit level*

# RELATED AUDIT REPORTS



## **R0568: Appointments Missing Academic Review Dates**

- Affects output of R0353.2

## **R0343: Appointments with Invalid Appointment Identifiers**

- Affects output of R0353.2

## **R0630: Invalid Appointment End Date Audit**

## **R0612: Academic Appointees without Active Positions**

## **R0469: Academic Workers without Primary Academic Appointments**

## **R0650: Academic Personnel with an Invalid Primary Academic Rank**

# R0353.2 REPORT INCLUSION CRITERIA



Currently active  
academic  
appointment

No leaves  
entered

Academic  
appointment has  
not been ended

Appointment end  
date in specified  
date range

Hire date within  
a specified date  
range

Appointment in  
a clock managed  
academic rank

Academic review  
date in a specified  
date range

Appointment  
identifier is not "A –  
Administrative"

Not in a  
terminal year

# R0353.2 REPORT INCLUSION CRITERIA

**Currently active  
academic  
appointment**

**No leaves  
entered**

**Academic  
appointment has  
not been ended**

**Appointment end  
date in specified  
date range**

**Hire date within  
a specified date  
range**

**Appointment in  
a clock managed  
academic rank**

**Academic review  
date in a specified  
date range**

**Appointment  
identifier is not "A –  
Administrative"**

**Not in a  
terminal year**

# AUDIT REPORTS IN CONTEXT

Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0343: Appointments with Invalid Appointment Identifiers		✓	✓	
R0361: Expired & Expiring Academic Appointments	✓	✓	✓	
R0469: Academic Workers without Primary Academic Appointments	✓	✓	✓	
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0630: Invalid Appointment End Date Audit	✓	✓	✓	
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓	✓	✓	
R0658: Appointments Missing Academic Review Dates			✓	

# POSTDOC COMPENSATION CHANGES



# BUSINESS PROCESS BASICS

Renegotiation of the UAW Postdoctoral Scholars CBA is in progress as of the time of this presentation. The previous CBA did not specify the process for compensation changes in 2025, so these slides reflect the process established for changes in 2024. For updated requirements, please check <https://hr.uw.edu/labor/academic-and-student-unions/uaw-postdocs> for negotiation updates or announcement of a new contract.

## What is it?

- > *Many postdocs are eligible for pay increases on their postdoc anniversary date*

## Why does it matter?

- > *It is a requirement of the UAW Postdocs collective bargaining agreement (CBA)*

## Who is impacted?

- > *Postdoctoral Scholars who were paid more than \$5,459 (the previous minimum) on Dec 31 2023.*

# **DATES TO CONSIDER**



**Postdoc Anniversary Date**

**Postdoc appointment end dates**

**When does your unit start working on each postdoc's reappointment?**

**Do your postdocs' anniversary dates align with their reappointment dates?**



# DETERMINING ELIGIBILITY



**Eligibility is based on the postdoc's anniversary date and base rate as of Dec 31, 2023**

- If the base rate on Dec 31, 2023 was \$5,459, no additional increases are required in 2024
- If the base rate on Dec 31 2023 was greater than \$5,593, an increase is required on their anniversary date in 2024

*Please see email communications from early 2024 for specific instructions.*

# DATA ISSUES IMPACTING POSTDOC COMPENSATION



Missing academic  
appointment

No postdoc  
anniversary  
date

Invalid  
compensation  
plan end date

Missing position  
end date

Invalid position  
end date

No compensation  
grade profile

Missing academic  
appointment end  
date

Postdoc anniversary  
date that precedes  
UW postdoc start date

# DATA ISSUES IMPACTING POSTDOC COMPENSATION

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Missing academic appointment

No postdoc anniversary date

Invalid compensation plan end date

Missing position end date

Invalid position end date

No compensation grade profile

Missing academic appointment end date

Postdoc anniversary date that precedes UW postdoc start date

# RELATED AUDIT REPORTS



## **R0702: Missing Postdoc Anniversary Dates**

- Update pending to identify anniversary dates that precede UW postdoc start date

## **Bonus**

- **R0469: Academic Workers without Primary Appointments**

# TERMINATIONS/ENDING APPOINTMENTS



# BUSINESS PROCESS BASICS



What is it?

- > *Termination activities may occur at various times of the year, not just the end of the academic year*

Why does it matter?

- > *Many transactions need to be entered as part of the termination or end academic appointment workflows – overlooked or missed transactions may impact other processes*

Who is impacted?

- > *All academic personnel ending academic appointments, resigning, or retiring*

# DATES TO CONSIDER



**Timelines for other processes discussed in this presentation**

**AP Census:** Appointments and Positions effective on October 31

*What processes does your unit have that relate to terminations and ending appointments?*

*Does your unit have a different cycle for terminations and ending appointments?*

# DATA ISSUES RELATED TO TERMINATIONS/ ENDING ACADEMIC APPOINTMENTS

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Expired academic  
appointment

Active position  
without an academic  
appointment

Invalid  
appointing  
unit

Missing academic  
review date

Invalid primary  
academic rank

Invalid service  
period

Active academic  
appointment  
without a position

Invalid  
employee  
type

Expired  
position



# DATA ISSUES RELATED TO TERMINATIONS/ ENDING ACADEMIC APPOINTMENTS

---

**Expired academic  
appointment**

**Active position  
without an academic  
appointment**

**Invalid  
appointing  
unit**

**Missing academic  
review date**

**Invalid primary  
academic rank**

**Invalid service  
period**

**Active academic  
appointment  
without a position**

**Invalid  
employee  
type**

**Expired  
position**

# RELATED AUDIT REPORTS



**R0321: Upcoming End Employment Dates**

**R0361: Expired & Expiring Academic Appointments**

**R0630: Invalid Appointment End Dates**

**R0663: Invalid Academic Position End Dates**

# ACTION ITEMS



# OBJECTIVES



1. **Understanding of how audit reports connect operational activities**
2. **Identify when run reports based on your unit's processes and timelines**

# SETTING YOUR OWN PRIORITIES



Which process/issues are the highest priority for your unit?

- > **Most common data issue**
- > **Most time-consuming process**
- > **Most visible process**
- > **Biggest pain point**

# INCORPORATING AUDITS INTO REGULAR WORK



What are the workflows in your unit?

- > **Where can you add a review to ensure complete & correct data entry?**
- > **Where can you add audit reports into the flow?**
- > **How much time do you need to address issues identified by audits?**
- > **What other processes and activities do you need to accommodate?**

Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0321: Upcoming End Employment Dates	✓			✓
R0343: Appointments with Invalid Appointment Identifiers		✓	✓	
R0361: Expired & Expiring Academic Appointments	✓	✓	✓	
R0469: Academic Workers without Primary Academic Appointments	✓	✓	✓	
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0623: Academic Positions with Invalid Service Periods				✓
R0630: Invalid Appointment End Date Audit	✓	✓	✓	
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓	✓	✓	
R0658: Appointments Missing Academic Review Dates			✓	
R0663: Invalid Academic Position End Dates	✓	✓		✓
R0686: Waiver Year Actions without Waiver Year Entries		✓		
R0689: Academic Personnel Missing Education History Entries		✓		
R0707: Academic FTE/Roster Percent/Tenure Value Audit		✓		
R0721: Secondary Appointments with Invalid Ranks	✓	✓		

Report	Hires/ New Appointments	Terminations /Ending Academic Appointments	Postdoc Compensation Changes	Voting Rosters
R0321: Upcoming End Employment Dates		✓		
R0343: Appointments with Invalid Appointment Identifiers				✓
R0361: Expired & Expiring Academic Appointments		✓		
R0469: Academic Workers without Primary Academic Appointments	✓		✓	✓
R0612: Academic Appointees without Active Positions	✓			✓
R0630: Invalid Appointment End Date Audit		✓		
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓			✓
R0659: Academic Salaries Below UW Minimum	✓			
R0663: Invalid Academic Position End Dates		✓		
R0702: Missing Postdoc Anniversary Dates			✓	
R0707: Academic FTE/Roster Percent/Tenure Value Audit				✓