

# Spring Cleaning 2025



ACADEMIC PERSONNEL & FACULTY

UNIVERSITY *of* WASHINGTON



# 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**



# **HIRING/ NEW ACADEMIC APPOINTMENTS**



# BUSINESS PROCESS BASICS

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## What is it?

*Hiring activities may occur at various times of the year, not just the start of the academic year*

## Why does it matter?

*Many transactions need to be entered as part of the hire or add academic appointment workflows – overlooked or missed transactions may impact other processes*

## Who is impacted?

*All new academic personnel*



# DATES TO CONSIDER

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**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 new hires?*

*Does your unit have a different cycle for hiring?*



# DATA ISSUES RELATED TO NEW HIRES/ NEW ACADEMIC APPOINTMENTS



Invalid primary  
academic rank

Invalid  
compensation grade

Invalid position  
end date

No postdoc  
anniversary date

No compensation  
grade profile

Invalid compensation  
plan end date

Missing academic  
appointment end  
date

Salary below UW  
minimum

Missing position

# DATA ISSUES RELATED TO NEW HIRES/ NEW ACADEMIC APPOINTMENTS

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**Invalid primary  
academic rank**

**Invalid  
compensation grade**

**Invalid position  
end date**

**No postdoc  
anniversary date**

**No compensation  
grade profile**

**Invalid compensation  
plan end date**

**Missing academic  
appointment end  
date**

**Missing position**

**Salary below UW  
minimum**

## RELATED AUDIT REPORTS

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- > **R0469: Academic Workers Without Primary Academic Appointments**
- > **R0612: Academic Appointees without Active Positions**
- > **R0650: Academic Personnel with an Invalid Primary Academic Rank**
- > **R0659: Academic Salaries Below UW Minimum**





# VOTING ROSTERS



# BUSINESS PROCESS BASICS

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## What is it?

*Lists of faculty eligible to vote on various actions such as faculty senate legislation, promotions, and new appointments*

## Why does it matter?

*The Faculty Code defines voting eligibility and rights*

## Who is impacted?

*All faculty*



# DATES TO CONSIDER

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**Late May:** Data files are due to the ISC

- “full” Summer Hiatus leaves only

**Early June:** Leaves must be validated by units

*When does your dean's/chancellor's office want materials related to each year's Summer Hiatus?*

*When does your unit start working on Summer Hiatus?*



# DETERMINING ELIGIBILITY

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## R0237 VOTING FACULTY

- > Faculty on leave are included in the report output, units should determine whether they are eligible to vote

AHR Voting Guidelines



# DATA ISSUES IMPACTING VOTING ROSTERS

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Missing roster  
value

Return from Leave  
action not completed

Expired academic  
appointment

Invalid academic  
appointment end date

Invalid primary  
academic rank

Missing tenure  
value

Invalid  
appointment  
identifier

Missing FTE for PDR  
faculty

Expired position

# DATA ISSUES IMPACTING VOTING ROSTERS

---

Missing roster  
value

Return from Leave  
action not completed

Expired academic  
appointment

Invalid academic  
appointment end date

Invalid primary  
academic rank

Missing tenure  
value

Invalid  
appointment  
identifier

Missing FTE for PDR  
faculty

Expired position

## RELATED AUDIT REPORTS

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- > **R0707: Academic FTE/Roster Percent/Tenure Value Audit**
- > **R0343: Appointments with Invalid Appointment Identifiers**
- > **R0469: Academic Workers without Primary Academic Appointments**
- > **R0612: Academic Appointees without Active Positions**
- > **R0650: Academic Personnel with an Invalid Primary Academic Rank**



# SUMMER HIATUS





# BUSINESS PROCESS BASICS



## What is it?

*A special leave type to indicate academic personnel are not working during summer quarter*

## Why does it matter?

*The leave type indicates that pay should be halted and triggers a change in how benefits deductions are taken*

## Who is impacted?

*9-month faculty and AFT Extension Lecturers*



# DATES TO CONSIDER

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**Late May:** Data files are due to the ISC

- “full” Summer Hiatus leaves only

**Early June:** Leaves must be validated by units

When does your dean's/chancellor's office want materials related to each year's Summer Hiatus?

When does your unit start working on Summer Hiatus?



# DETERMINING ELIGIBILITY



**R0047: Summer Hiatus Audit**



# R0047 REPORT INCLUSION CRITERIA



No position  
end date

Appointment end  
date in specified  
date range

Position start date  
before a specified  
date

Position in the 01-  
Academic Personnel  
job family group

Not on leave

Currently active  
academic  
appointment

Appointment has  
the "P - Primary"  
identifier

Position not in a  
specified list of  
job profiles

9 month  
service period

Position end date on  
or after a specified  
date

# R0047 REPORT INCLUSION CRITERIA

No position  
end date

Appointment end  
date in specified  
date range

Position start date  
before a specified  
date

Position in the 01-  
Academic Personnel  
job family group

Not on leave

Currently active  
academic  
appointment

Appointment has  
the "P – Primary"  
identifier

Position not in a  
specified list of  
job profiles

9 month  
service period

Position end date on  
or after a specified  
date

## DATA NEEDED FOR THE PROCESS

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> **Output from R0047: Summer Hiatus Audit**

*Additional data as determined at the unit level*



# RELATED AUDIT REPORTS

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- > **R0623: Academic Positions with Invalid Service Periods**
  - Affects output of R0047
- > **R0612: Academic Appointees without Active Positions**
- > **R0663: Invalid Academic Position End Dates**
- > **R0321: Upcoming End Employment Dates**



# AUDIT REPORTS IN CONTEXT

| Report   | Reappointments | P&T | Academic Review | Summer Hiatus |
|--|----------------|-----|-----------------|---------------|
| R0321: Upcoming End Employment Dates                   | ✓              |     |                 | ✓             |
| R0612: Academic Appointees without Active Positions    | ✓              | ✓   | ✓               | ✓             |
| R0623: Academic Positions with Invalid Service Periods |                |     |                 | ✓             |
| R0663: Invalid Academic Position End Dates             | ✓              | ✓   |                 | ✓             |



# ACTION ITEMS



# 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**



# SETTING YOUR OWN PRIORITIES

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**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

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**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           |                         |  |                              | ✓              |