AGENDA

• Promotion and tenure: Updates to Faculty Code and more
• UAW postdoctoral scholars contract update
• Recruitment and hiring for positions eligible for permanent residence sponsorship
• Upcoming compensation grade changes
PROMOTION AND TENURE: FACULTY CODE UPDATES AND MORE
RECENT CHANGES TO THE FACULTY CODE AFFECTING PROMOTION AND TENURE (P&T)

• Class A Legislation 149-Procedures for Promotion (effective January 13, 2021).*

• **NEW:** Faculty review process varies depending on whether there are at least 3 eligible voting faculty members in the candidate’s appointing unit

*See the Faculty Senate Website for more detail and related updates.*
PART I: WHEN THERE ARE 3 (OR MORE) VOTING FACULTY IN THE CANDIDATE’S UNIT

• An optional step in the faculty review phase is the use of a subcommittee

• If used, subcommittees **must** be comprised of at least 3 **eligible voting members, including eligible voting faculty from other units**

• The subcommittee must submit a written report and recommendation; the candidate **must receive a written summary of this report that identifies members of the subcommittee and has specific attributions omitted.**
Promotion Review Process
Departmentalized Units with at least 3 Eligible Voting Faculty members in the Candidate’s Unit

Candidate requests promotion review

Is the promotion mandatory?

Begin Promotion Review

Department Chair informs faculty member of the opportunity to be considered for promotion

Yes

Candidate assembles promotion record (including self-assessment of qualifications for promotion)

Optional Subcommittee

Subcommittee (of at least 3 voting members) prepares written report on the qualifications of the candidate for promotion

Department Chair provides candidate with a written committee report and/or recommendation with members identified and specific attributions omitted

OPTIONAL: Candidate may respond in writing within 7 calendar days

Department Chair forwards the committee’s report together with candidate response (if any) to the voting faculty

No
Promotion Review Process

Undepartmentalized Units with at least 3 Eligible Voting Faculty in the Candidate’s Unit

Begin Promotion Review

Is the promotion mandatory?

No

Dean informs faculty member of the opportunity to be considered for promotion

Yes

Candidate requests promotion review

Candidate assembles promotion record (including self-assessment of qualifications for promotion)

Subcommittee (of at least 3 voting members) prepares written report on the qualifications of the candidate for promotion

Dean provides the candidate with written committee report and/or recommendation with members identified and specific attributions omitted

OPTIONAL: Candidate may respond in writing within 7 calendar days

Dean forwards the committee’s report together with candidate response (if any) to the voting faculty

24-54 B – Faculty Review

Optional Subcommittee
PART I: WHEN THERE ARE 3 (OR MORE) VOTING FACULTY IN THE CANDIDATE’S UNIT

• At time of faculty discussion, subcommittee members from outside unit (if there are any) may participate in discussion, **but only eligible voting faculty in the candidate’s unit may be present for vote**

• Eligible voting faculty vote on whether to recommend promotion (Favorable / Unfavorable / Abstain)
WHEN THERE ARE 3 (OR MORE) VOTING FACULTY IN THE CANDIDATE'S UNIT

**Departmentalized**

- **OPTIONAL:** Candidate may respond in writing to Department Chair within 7 calendar days

  - Department Chair writes a formal report of the proceedings for the candidate, summarizing the discussion and recommendation with specific attributions omitted

  - Voting faculty superior in rank and title vote whether to recommend promotion (Favorable/Unfavorable/Abstain)

  - Voting faculty superior in rank and title meet to discuss candidate's record

**Undepartmentalized**

- **OPTIONAL:** Candidate may respond in writing to Dean within 7 calendar days

  - Dean writes a formal report of the proceedings for the candidate, summarizing the discussion and recommendation with specific attributions omitted

  - Voting faculty superior in rank and title vote whether to recommend promotion (Favorable/Unfavorable/Abstain)

  - Voting faculty superior in rank and title meet to discuss candidate's record
PART II: WHEN THERE ARE < 3 VOTING FACULTY IN THE CANDIDATE’S UNIT

• Subcommittee (at least 3 eligible voting faculty members) must be formed.

• Includes eligible voting faculty in the candidate’s unit who are available to serve AND eligible voting faculty from other units with appropriate expertise

• Subcommittee’s written report/recommendation used in lieu of faculty vote
PART II: WHEN THERE ARE < 3 VOTING FACULTY IN THE CANDIDATE’S UNIT

• Subcommittee votes whether to recommend promotion (Favorable / Unfavorable / Abstain)

• Candidate must receive a written summary of this report/recommendation that identifies members of the subcommittee and has specific attributions omitted
$h < 3$ Eligible Voting Faculty members in the Candidate’s Unit

Begin Promotion Review

Yes

24-54 B – Faculty Review
OAP P&T WEB PAGES

• Updated visualization (flowcharts)
• Summary of recent changes
  • (Class A Legislation effective Jan 13, 2021)

https://ap.washington.edu/ahr/actions/promotions-tenure/
2020-2021 PROMOTION AND TENURE (P&T) PROCESS SUMMARY

- OAP surveyed schools/colleges/campuses (S/C/C) in summer 2020
- OAP received all P&T records from S/C/C’s electronically during 2020-2021 review cycle, via SharePoint
- To date, we have received over 530 records and over 50,000 pages of content!

Thanks to all administrators for their work on this year’s cycle and to the S/C/C administrators for their feedback on developing this new process.
REMINDERS FOR 2021-2022 P&T CYCLE

Peer Evaluations of Teaching
• Assistant professors, artists in residence, among others – one for every year a course is taught
• Associate professors – one every 3 years; **must have one in year prior to consideration for promotion**
• Written summary shared with faculty candidate at time of review

Student Evaluations
• 1 for each year a course is taught
  ◦ Evaluation method determined at local level
External letters of review

• Minimum 3 letters required
  ◦ Reviewers should provide *arm’s length* assessment of candidate’s record using Faculty Code and published P&T criteria of unit

• For assistant teaching professors, artists in residence, courtesy clinical and affiliate appointments: May be appropriate to solicit letters from experts external to candidate’s unit, but internal to UW

• For associate teaching professor and teaching professor, *reviewers must be external to UW.*
POSTDOCTORAL SCHOLAR UPDATES
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• New contract conditionally agreed upon February 17, 2021
• UAW voted to ratify agreement on March 1, 2021
• Most of the contract is the same, primary changes affecting OAP include:
  ◦ Compensation terms of 2019-2021 CBA apply until June 30, 2021
  ◦ Effective July 1, 2021, the following compensation terms apply:
    ◦ Salary/stipend minimums at each experience level increase to levels similar to FY 2021 NIH scale
    ◦ Postdocs above the minimum may receive an increase on their appointment anniversary date
    ◦ $500 per month healthcare stipend for certain PDR postdoctoral scholars
• More information from Academic HR and Labor Relations in the coming weeks
POSTDOCTORAL SCHOLAR COVID-19 EXCEPTION

- Exceptions to 5-year experience rule for COVID-related reasons extended through June 30, 2021
  - For unexpected and significant interruption to training and research directly related to COVID.
    - Must outline in the request
  - Allowed for up to a sixth and final year to end by June 30, 2022
  - Offer letters must include statement that the postdoctoral scholar has been granted an exception and will not be eligible for further reappointments
  - Exceptions must be pre-approved by AHR prior to submitting the visa application or reappointment in Workday
RECRUITING AND PERMANENT RESIDENCE
RECRUITING AND HIRING – PERMANENT RESIDENCE

• Ads must run in *The Chronicle of Higher Ed* (online) or a national professional print journal

• Text of Interfolio position and external ads must match exactly

• Once offer is issued, ISO needs to know ASAP (by visa request or email) that candidate needs sponsorship
UPDATES TO COMPENSATION GRADES
PLANNED CHANGES

• Add/remove/rename compensation grades
• Add compensation grade profiles
COMPENSATION GRADES - ORIGINAL

• AP01 Other
• AP02 Lecturer/Librarian
• AP03 Assist Prof
• AP04 Assoc Prof
• AP05 Professor
• AP07 Residents
• AP08 UAW Postdoctoral Scholars
COMPENSATION GRADES - REVISED

- AP01 Other
- AP02 Lecturer/Librarian
- AP03 Asst Prof
- AP04 Assoc Prof
- AP05 Professor
- AP07 Residents
- AP08 UAW Postdoctoral Scholars
- AP09 Non-Professorial Faculty
- AP10 Sr Non-Professorial Faculty
- AP11 Librarian
- AP12 Visiting Scientist
- AP13 Non-Union Extension Lecturers
- AP14 Educators
COMPENSATION GRADE PROFILES

ORIGINAL

• Two comp grades
  ◦ 9-month
  ◦ 12-month

• Only one comp grade can be set as default for each job profile

REVISED

• One comp grade with two comp grade profiles:
  ◦ 9-month and 12-month

• Salary minimums will be tied to the comp grade profile, not the comp grade
WHY THESE CHANGES?

• Reduce bad data
  ◦ Comp grades were labeled with service period but everyone assigned to default comp grade regardless of their service period
  ◦ Comp grades grouped several non-related titles

• Align comp grades with UW’s salary minimums

• Support auditing of base rates in Workday

• Facilitate validation of base rates in Workday
NEXT STEPS BY ISC AND OAP

• **March 2021**: Move people into the correct comp grade
• **April/May 2021**: Add comp grade profiles
• **April/May 2021**: Move people into the correct comp grade profile
BUT FIRST....

• We need your help

• **328 people have invalid service periods**

• Corrections needed in Workday by **Friday, April 16**
ANNOUNCEMENTS & REMINDERS
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• Academic personnel-focused international remote work policy page
  ◦ Content mirrors the related UWHR page

• Visit OAP Training and Administrators Forum Archive page for presentations with real-time Q&A

• Academic personnel reports now live and found under About Us
Q&A
Q&A-PROMOTION & TENURE

Q: Is one peer review required per academic year or one peer review each year a course is taught. Is it course specific?

A: At minimum, you need one peer review for each academic year the candidate teaches a course. It is not course specific. 
http://ap.washington.edu/ahr/actions/promotions-tenure/assembly-of-record/
Q&A-POSTDOCTORAL SCHOLARS

Q: How do you determine if a postdoctoral scholar who is both PDR and UW-paid gets the benefits stipend?

A: Each person’s specific funding arrangement will be reviewed for eligibility. We will be communicating with you through your dean’s offices.
Q&A-RECRUITING AND PERMANENT RESIDENCE

Q: If our external ad includes a link to our Interfolio ad, is it okay if the text is different?

A: No. External ads must reproduce the Interfolio ad exactly.

Q: What is the reasoning behind the rule that ad must be run in The Chronicle of Higher Ed or national print journal?

A: For permanent residence sponsorship, the U.S. Department of Labor (DOL) only accepts ads posted in a national print professional journal OR in The Chronicle of Higher Ed online. The Chronicle is the only online job site DOL will accept for these purposes.
Q&A-COMPENSATION GRADES

Q: Where are clinical and affiliate faculty in the new comp grades?

A: Placement in the comp grade follows rank, not track, except for emeritus, who fall under AP01. Instructors will go into AP09. Assistant professors in any track will go into AP03, and so on.
Q&A-SERVICE PERIODS

Q: What’s the service period for professor emeritus?

A: It depends on pay status. If an unpaid academic, the service period is 12 months. If in paid status, the service period corresponds to the appointing unit’s service period unless otherwise dictated by position title (e.g. research, WOT).
ADDITIONAL RESOURCES

- Service period audit report is R0623
- Resource of all recommended academic personnel audit reports
- Service Period resource
THANK YOU FOR JOINING US!

Slides will be available on the OAP website.


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