

SUMMER ADMINISTRATORS FORUM

JUNE 2, 2020



UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC PERSONNEL
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AGENDA

Teaching Professor Implementation

New J-1 request form

HB 2327 and Title IX changes

Announcements

TEACHING PROFESSORIAL TRACK
Jim Ballew & Carla Englander



TEACHING PROFESSORIAL TRACK IMPLEMENTATION

- New track created by Faculty Senate Vote during March 2020
- Legislation effective 9/16/2020

Implementation Process

- Create new academic track type, academic ranks, and job profiles
- Convert eligible personnel into new titles
 - End/Add academic appointments
 - Move to new job profiles

Faculty members will be notified of their conversion into the teaching professorial track.

Reminder: New hires into the teaching professorial track need to be on the 2020-21 hiring plan



TEACHING PROFESSORIAL TRACK: CONVERSION

Conversion happening centrally

Goal conversion date: September 16

Units will need to manage fall-outs; info to be shared later in the summer

Conversion specifics

- Principal lecturers will convert to teaching professors
- Senior lecturers full-time and senior lecturers part-time will convert to associate teaching professors
- Lecturers full-time will convert to assistant teaching professors
- Lecturers part-time, and all temporary lecturers (including senior lecturers part-time quarterly) are excluded from the conversion population



TEACHING PROFESSORIAL TRACK: DATA CLEAN UP - **DUE 6/30**

Units should check for the following in Workday by **end of June:**

- All lecturers have a current and correct academic appointment in Workday (R0469)
- Academic rank and job profile correspond (R0650)
- Lecturers should not appear on any of the Workday audit reports (<http://ap.uw.edu/audit-reports/>)
- Roster value is populated and correct for anyone in the conversion population (R0401)

Note: Lecturers with inaccurate information in Workday at the time of conversion will likely result in units having to manually enter new positions and appointments.

Please prioritize job change transactions and position data clean up above appointment data clean up due to a potential merit blackout.

IDENTIFYING CONVERSION POPULATION

TEMP Report - Data Review for Teaching Professor Track Implementation

Instructions Please select the Supervisory Organization for which you would like to see data. Faculty with an appointment or position in a lecturer title eligible for conversion (Principal Lecturer, Senior Lecturer Full-Time, Senior Lecturer Part-Time, or Lecturer Full-Time) will be included.

The Yes/No values indicate whether the position or primary appointment is eligible for conversion to a teaching professorial title. Both values need to be "Yes" for the faculty member to be included in the conversion population. Any entries with a "No" value need to be evaluated and corrected in Workday to ensure accurate inclusion in the teaching professorial titles.

The effective date prompt defaults to the effective date of the new teaching professor track, as only faculty who have active academic appointments and positions on 9/16/2020 will be included in the conversion population.

Effective Date

09 / 16 / 2020 

Supervisory Organization



Include Subordinate Organizations

REVIEWING CONVERSION POPULATION

Employee ID	Worker	Person is in the Conversion Population	Position	Job Profile	FTE	Supervisory Organization	Position is in the Conversion Population	Eligibility Details	Primary Academic Appointment	Academic Rank for Primary Academic Appointment	Academic Unit for Primary Academic Appointment	Roster Value for Primary Academic Appointment	Primary Appointment is in the Conversion Population	Eligibility Details	Dual/Joint Academic Appointments
[REDACTED]	[REDACTED]	Yes	[REDACTED] Senior Lecturer Full-Time	Senior Lecturer Full-Time	100%	UWB: School of STEM: Division of Physical Sciences (Jaffe, Dan)	Yes	Position is eligible	09/16/2014: P - Primary - Physical Sciences Division of STEM, Bothell - Senior Lecturer Full-time	Senior Lecturer Full-time	Physical Sciences Division of STEM, Bothell	100%	Yes	Appointment is eligible.	
[REDACTED]	[REDACTED]	No	[REDACTED] Lecturer Part-Time	Lecturer Part-Time	20%	SOM: Family Medicine: MEDEX (Scott, Terry)	No	Job Profile is not eligible.	04/01/2015: P - Primary - Family Medicine - Lecturer Full-Time	Lecturer Full-Time	Family Medicine	100%	Yes	Appointment is eligible.	
[REDACTED]	[REDACTED]	Yes	[REDACTED] Senior Lecturer Full-Time	Senior Lecturer Full-Time	100%	UWB: School of STEM: Division of Engineering and Mathematics (Simonsen, Linda)	Yes	Position is eligible	09/16/2019: P - Primary - Engineering and Mathematics Division of STEM, Bothell - Senior Lecturer Full-time	Senior Lecturer Full-time	Engineering and Mathematics Division of STEM, Bothell	100%	Yes	Appointment is eligible.	

Person is in the Conversion Population	Yes
Person is in the Conversion Population	No

Position is in the Conversion Population	Yes
Position is in the Conversion Population	No
Eligibility Details	Job Profile is not eligible.

Primary Appointment is in the Conversion Population	Yes
Primary Appointment is in the Conversion Population	No
Eligibility Details	No active primary academic appointment



REAPPOINTMENTS

- Reappointments, including those for lecturers, should already have been completed through the Reappointments EIB (via R0555).
- Appointment and position end dates have already been extended for 9-month faculty in this population whose promotions are effective 9/16/2020.



ACADEMIC PERSONNEL-RELATED PROCESSES IN WORKDAY: SEPT

- Merit
- Return from sabbatical
- Return from summer hiatus
- Promotions
- Teaching Professor Conversion
- Initiate sabbatical

Any in-flight transactions in September will block conversion loads (please wrap up by end of August)

NEW J-1 VISA REQUEST FORM
John Borwick

J VISA REQUEST FORM CHANGING

- Ability to see summary information about previous requests including request number, scholar name, start date, and request status
- More intuitive user interface including navigation menu
- Better data validation, which should highlight common issues prior to OAP review
- Better behind-the-scenes tools for OAP
- Better invoicing

A FEW HIGHLIGHTS

- Warnings before you leave a draft form
- Appointment title-specific notes
- Warnings when funding below J-1 funding or salary minimums
- Link to U.S. consulate wait times
- Invoice file names will include scholar name and RT ticket #
- MyFinancialDesktop will reference the RT ticket #

HB 2327

Title IX

Shelley Kostrinsky & Kimberlee Ely

HB 2327 SEXUAL MISCONDUCT DISCLOSURE

Important new state law goes into effective on June 11, 2020

By October 1, 2020, certain requirements will need to be met before an applicant can be offered a position. These requirements include the applicant signing a statement which, among other things, relate to sexual misconduct investigations/findings.

In addition, must sign a statement that authorizes current and past higher ed employers to disclose sexual misconduct.

NEW REQUIREMENTS

By July 1, 2021, UW will be required to request in writing information related to sexual misconduct findings/investigations. The UW is looking into whether an outside vendor will be able to assist with this.

UCIRO investigations and nondisclosures in settlement agreements will need to meet certain new requirements.

<https://app.leg.wa.gov/billsummary?billnumber=2327&year=2019>

TITLE IX RULES

The US Department of Education released new Title IX rules in early May with an implementation date of August 14, 2020.

The rules describe how the federal government will define:

- sexual harassment
- sexual assault
- Stalking
- dating violence and domestic violence

They also outline when an institution must respond to this conduct; and they prescribe how an institution must respond.

TITLE IX COMMUNITY CONVERSATIONS

The Office of the Title IX Coordinator is hosting sessions **today** and June 4th to discuss key elements of the new federal rules and how they will (or won't) impact UW processes and services.

You can register on the UW Title IX website:

<https://www.washington.edu/compliance/2020/05/26/title-ix-community-conversations-new-federal-rules/>

Announcements

UPDATES AND REMINDERS

Deadline for closing Interfolio positions posted Jan 1– June 30, 2019 is **June 30, 2020**

Don't forget to disposition all candidates before closing a search

Check out the new Interfolio FAQ page

<https://ap.washington.edu/ahr/policies/recruitment/posting-jobs/interfolio-frequently-asked-questions-faqs/>

THANK YOU FOR JOINING US!

The slides will be available on the Office of Academic Personnel website.

[https://ap.washington.edu/resources/training-and-administrator-forum-materials/
acadpers@uw.edu](https://ap.washington.edu/resources/training-and-administrator-forum-materials/acadpers@uw.edu)