

QUARTERLY ADMINISTRATORS FORUM SUMMER 2021

June 9, 2021



UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC PERSONNEL
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AGENDA

- Introducing EOAA Compliance Manager
- Postdoctoral Scholar Update
- Sexual Misconduct Disclosure
- Promotion/Tenure Updates
- Affiliate Appointment Business Rules
- Merit Update
- Provisional Access to Select UW-IT Services
- Changes to Voting Rights

WELCOME BRIAN LA COUR!

NEW EOAA COMPLIANCE MANAGER

- Meet Brian LaCour, OAP's new Equal Opportunity and Affirmative Action (EOAA) Compliance Manager
- Brian brings to the Office of EOAA seven years of experience in affirmative action, and DOL auditing and reporting
- He's prepared UW's affirmative action plans as an external consultant since 2015



BRIAN'S UPCOMING PROJECTS

- Inform deans and chancellors of Affirmative Action Plan (AAP) results, including placement goals and data collection initiatives
- Prepare and file VETS-4212
- Coordinate with those responsible for AAP data systems, including Workday, Interfolio, and UWHIRES, to build process for preparing November 2021 AAP

POSTDOCTORAL SCHOLAR UPDATE

NEW CONTRACT

Contract ratified March 1, 2021

- New salary/stipend minimums for experience levels
- Postdoctoral Scholars - Paid Direct
- New tools and resources available

NEW POSTDOCTORAL SCHOLAR SALARIES/STIPEND MINIMUMS

Effective July 1, 2021, the following compensation terms apply:

- Salaries/stipends must meet new minimums
 - Similar to 2021 NIH scale
 - Applies to new appointments, reappointments or anniversary dates (whichever comes first) made on or after July 1, 2021
- Postdocs above the minimum **may** receive an increase on their appointment anniversary date
 - The 2% increase from the previous contract is no longer mandated

POSTDOCTORAL SCHOLARS - PAID DIRECT

- All newly appointed postdoctoral scholars paid direct (PDR) must:
 - Be 100% PDR
 - Use the new title: **Postdoctoral Scholar- Paid Direct**
- Postdoctoral scholars - paid direct initially appointed at UW before June 1, 2021, may receive partial payment by UW (in addition to PDR funding)
- If a postdoctoral scholar - paid direct's PDR funding does not cover discretionary and personal expenses like healthcare costs, they **may** be eligible for \$500/month supplemental stipend

POSTDOCTORAL SCHOLARS - PAID DIRECT

- Work with dean's/chancellor's offices and Office of Research/Office of Research and Graduate Education (School of Medicine) on supplemental stipend eligibility
- More details on the new title and stipend are forthcoming

NEW TOOLS AND RESOURCES

- OAP and Labor Relations are creating new appointment and reappointment letter templates for all postdoctoral scholar titles
 - Each will have title-specific language
 - Regularly check Postdoctoral Scholar Titles and Ranks page for template updates.
- New Postdoctoral Data Sheet will help determine if someone should receive the new PDR title and/or supplemental stipend.

NEW TOOLS AND RESOURCES

- All resources, once available, will be on the [Postdoctoral Scholar Titles and Ranks page](#)
- New CBA posted on the [Labor Relations website](#)

SEXUAL MISCONDUCT DISCLOSURE

SEXUAL MISCONDUCT REFERENCE CHECKS

- Per state law, the University will require sexual misconduct reference checks for all final candidates BEFORE official employment or appointment offers
- Starting July 1, 2021, units must conduct reference checks prior to making an official offer

UPDATED SMD FORM

- The **Sexual Misconduct Declaration** form now asks candidates to list current and past postsecondary employers
- If the final candidate responds affirmatively on the declaration, AHR business partners should be contacted before reference checks are conducted

NEW REFERENCE CHECK PROCESS

- Unit admins must request sexual misconduct information from all Washington state current and past postsecondary employers.
- Unit admins will email employers the declaration signed by the final candidate and the **Employer Sexual Misconduct Reference Disclosure** form
 - Employers have a **minimum of 5 business days** to complete and return form to the unit
 - If final candidate is a former UW employee, units must contact disclosure@uw.edu

REFERENCE CHECK PROCESS (CONT)

- Unit can move to the next hiring stage if:
 - No current or past postsecondary employers in Washington state listed
 - There's no employer responses after 5 business days

AFFIRMED SEXUAL MISCONDUCT

If employers respond with affirmed sexual misconduct and/or provide misconduct reports, findings, or other details:

- Pause the hire process
- Contact the Academic HR business partners

WHAT TO UPLOAD TO WORKDAY

The following should be uploaded to Workday as a single pdf:

- Completed **Sexual Misconduct Declaration** form
- Signed and dated by candidate
- Signed and dated by unit administrator (*even if no Washington state references listed or no responses received with 5 business days*)
- All **Employer Sexual Misconduct Reference Disclosure** forms
- DO NOT include any sexual misconduct reports, findings, or other detailed responses from employers

CONTACT AHR BUSINESS PARTNERS IF:

- Final candidate has an affirmative declaration
- Employers respond with affirmed sexual misconduct disclosure (even if after the 5 business days)
- Employers provide disclosure with no affirmative responses AFTER 5 business days
 - Email disclosures to [Academic HR business partners](#)

ACADEMIC HR RESOURCES

- [Sexual Misconduct Disclosure](#)
 - Sexual Misconduct Declaration form (fillable PDF)
- [Sexual Misconduct Reference Checks](#)
 - Employer Sexual Misconduct Reference Disclosure
- [Academic Titles and Ranks](#)
 - Hiring packet details

**PROMOTION AND TENURE
CLOCK EXTENSIONS: UPDATES**

PROMOTION AND TENURE CLOCK EXTENSIONS: FACULTY

- Automatic extension of promotion and/or tenure clock for **up to 2 years** for eligible faculty who request COVID-19-related waiver(s) for AY 2019-20, 2020-21, and/or 2021-22
- Expands number of COVID-19 waiver years **up to 2**, but does not change range of years for which waiver applies

ELIGIBILITY DETAILS

- Assistant professors (tenure eligible, WOT, research, clinical dental-pathway) in probationary period during at least 2 eligible years (2019-20, 2020-21, and/or 2021-22) can request to waive **up to 2 years***
- Assistant professors (tracks as above) who begin P&T clock in AY 2021-22 are eligible to request single waiver for 2021-22
- **Maximum total limit of 4 clock waivers** for any allowable reason, including COVID-19, birth or adoption of child, or other exceptional

*Must be deemed meritorious during probationary period for second clock waiver

COVID-RELATED WAIVER REQUEST PROCESS

- Faculty member sends memo requesting waiver (and/or second waiver) to chair/director/campus dean
- Administrator uploads memo to Workday using “waiver – other reason code” and adds “COVID-19” in notes
- For second COVID-19 waiver, must document dean’s/chancellor’s confirmation that faculty member was deemed meritorious in each merit review cycle during probationary period
- **REMINDER:** Faculty with mandatory promotion and/or tenure review scheduled for AY 2021-22 have until **June 30, 2021** to request waiver(s)

UPDATES ON OAP WEB PAGES

More details found on the following web pages:

- [P&T clock extension general page](#)
- [Faculty clock extensions due to COVID-19](#)
- [Faculty COVID-19 clock extension FAQ](#)

PROMOTION AND TENURE (P&T) PROCESS SUMMARY

- In 2020-21, OAP received all P&T records electronically via SharePoint
- We received and reviewed over 550 records and over 60,000 pages of content

Thanks! Your timeliness and attention to detail has made this year's process especially successful, even in a pandemic!

PROMOTION AND TENURE (P&T) UPDATE

- For **2021-22 review cycle**, we will also use SharePoint to receive P&T records from dean's/chancellor's office
- We plan to reach out to dean's/chancellor's offices later in June/July for feedback

P&T REMINDERS FOR PROFESSORIAL TEACHING TRACK

2021-22 P&T CYCLE REMINDERS: PROFESSORIAL TEACHING TRACK

- Units should update P&T guidelines with new professorial teaching titles/ranks
- Professorial teaching track faculty are committed to the full range of academic responsibilities: **scholarship**, teaching, and service (Faculty Code Section 24-32)

PROFESSORIAL TEACHING TRACK: DEMONSTRATING SCHOLARSHIP

- Introduction of new knowledge/methods into course content
- Creation or use of innovative pedagogical methods, development of new courses/curricula, and/or contributions to interdisciplinary teaching
- Significant outreach to professionals at other educational institutions
- Evidence of student performance
- Receipt of grants or awards
- Participation in professional conferences and/or leadership in professional associations
- **May demonstrate scholarship through publication, but publication is not required** (Faculty Code Section 24-34 B.4)

BUSINESS RULES FOR AFFILIATE APPOINTMENTS

FACULTY CODE SECTION 24-34 B.8

An affiliate appointment “recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University.”

PROFESSIONAL STAFF

- UW professional staff may only be given affiliate appointments if employed *outside an academic unit*
- AHR will be asking units to end affiliate appointments for professional staff employed in academic units

VERIFYING PRIMARY EMPLOYMENT

- Units should confirm affiliates' primary employment using CV, email, or other attestation
- By submitting a new affiliate appointment or reappointment, units attest that primary employment outside UW or in a non-academic unit has been verified

PAYING AFFILIATES

- This unpaid academic appointment may receive a temporary salary, but cannot be appointed in a way that results in benefits eligibility

AFFILIATE APPOINTMENTS FOLLOWING TERMINATION

- Faculty who resign to take a position outside of UW may be granted an affiliate appointment
- To end benefits a one-calendar-month break in paid service following termination must occur
 - May be rehired as unpaid academic without waiting period

9/1/21 MERIT UPDATE

MERIT UPDATE

- The provost has authorized 9/1/21 merit
- Merit process guide available on the Office of Planning & Budgeting website <https://www.washington.edu/opb/uw-budget/compensation/>
- Merit preparation restrictions on select Workday business processes
 - Restrictions occur in two phases: Jun 1-Jul 31 and Aug 1-Sept 13
 - Second phase adds more restrictions
- No unit adjustment authorized for 9/1/21

MERIT PROCESS REMINDERS

- Review [provost's authorization letter](#) and [FY22 Merit Process Guide](#)
- Data clean-up deadline is July 31
- Ensure there are no employees with zero comp
- Faculty paid at any point during AY2020-21, but terminated prior to 9/1/21 should have merit increase equivalent factored into new salary upon rehire
- Send final merit files directly to Peg Stuart at mjstuart@uw.edu
- Dean's offices must be available for questions between Aug 19–Sept 1

PROVISIONAL ACCESS TO SELECT UW-IT SERVICES

GRANTING PROVISIONAL ACCESS FOR SELECT UW-IT SERVICES

- Requesting provisional access to select UW-IT services
 - Office 365, Google Workspace, Canvas, and Zoom Basic
 - Unit identifies business need for former employee or community member to have provisional access
 - *Requesting access for someone with UW netID: [UW-IT's Provisioning Access Tool](#)*
 - *Requesting access for someone without UW netID: [UW-IT's Sponsored NetID option](#)*
 - Units should review corresponding policies before requesting access

CHANGES TO FACULTY VOTING RIGHTS

FACULTY VOTING RIGHTS CHANGES

- Faculty Senate passed [Class A Legislation 150](#) April 22, 2021
- Impacts:
 - Removes research associate and senior lecturer titles, since these titles no longer exist
 - Eliminates voting rights for temporary full-time lecturers effective September 16, 2021

Q & A

SEXUAL MISCONDUCT DISCLOSURE

If we've already completed our postdoctoral scholar offers for fall quarter, do we need to re-do the letters with the new sexual misconduct language?

If related documentation has already been uploaded into Workday, no need to go back - as long as the postdoctoral scholars submitted the required sexual misconduct declaration form. The offer letter template that includes the updated sexual misconduct language and is found on the [Postdoctoral Scholar Titles and Ranks page](#) should be used for all offers going forward.

If we have a new faculty members with a hire date of Sept 1, 2021 or later, do we need to conduct the sexual misconduct reference checks? The hiring packet with the current sexual misconduct form is already in Workday.

Starting July 1, 2021, units are required to conduct sexual misconduct reference checks for all final candidates without a current UW appointment before an official employment or appointment offer. If the hiring unit made offers to the new faculty members before July 1, reference checks do not apply.

AFFILIATE APPOINTMENTS

Can a professional who is unemployed or retired be given an affiliate appointment?

Affiliate appointments should be for people who are employed elsewhere. If the person is retired from a UW academic personnel position, they should be in one of the [retiree titles](#).

Can an affiliate appointment be granted to a professional staff whose position is in another one of our departments?

The other department is still an academic unit and, therefore, doesn't meet the criteria of primary employment in a non-academic unit.

How can professional staff teach if they don't have an academic appointment?

They can't, but they can be given a lecturer appointment for quarters when they teach.

MISCELLANEOUS APPOINTMENTS

Does a Workday Change Job action from paid to unpaid without break in service end benefits?

For reporting purposes, if someone is leaving a paid faculty position but remaining in an affiliate title, we want to see a termination and then rehire in Workday.

Is appointing professional staff in a Clinical Non-Salaried title permissible?

The same rules applied to affiliates apply to clinical non-salaried appointments. A professional staff person employed in an academic unit at the University should not be appointed into a clinical non-salaried title.

How long can someone be in a Lecturer Full-Time Temporary title?

The limit for continuous appointment in this title is three years. After the three years, a recruitment should be conducted.

PROMOTION/TENURE CLOCK WAIVER & LIBRARY ACCESS

If someone requests a COVID-19 clock waiver from 2019 to 2021, does that count as one or two clock waivers?

Clock waiver requests (for any reason) are always for a single academic year within the probationary period and must be made before the mandatory review year.

In this example, faculty members who otherwise meet eligibility criteria would request a first clock waiver for academic year 2019-20 and a second waiver for academic year 2020-21.

What solution do we have for ongoing Library access for terminated PT lectures?

Access to University libraries is governed by UW Libraries. This is outside the purview of OAP and UW-IT.

MERIT

Has a merit percent been authorized by the provost?

On May 26, 2021, the provost authorized a 2% merit increase pool, contingent upon approval by the Board of Regents. You can read the FY22 merit authorization letter [here](#).

What is the merit impact of terminating an affiliate instructor's summer contract on September 15?

Affiliate instructors in paid status are eligible for merit. Anyone who is eligible for merit, deemed meritorious, and in paid status on September 1 should receive merit—even those with an anticipated or processed termination effective date between September 1-15. Units may want to consider this when determining appointment end dates. Academic personnel paid at any point during the 2020-21 academic year, but in unpaid status on September 1, 2021, should be given the equivalent of a merit increase if they return to paid status during the 2021-22 academic year.

THANK YOU!

- Stay tuned to our [Upcoming OAP Trainings and Forums page](#) for events to be offered next autumn
- Visit the [Training and Administrators Forum Archive](#) to access past content