

# 2021 CENSUS PREPARATIONS

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# AGENDA

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What is the AP Census?

What are the goals for the census preparations?

How will we achieve those goals?

What are the common data issues?

Resources

# WHAT IS THE AP CENSUS?

# OVERVIEW

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Built annually by OAP

Snapshot

Reflects UW academic personnel population on  
October 31 of each year

# HOW IT IS USED

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AP Fact Sheet

AP Profile

AP New Hires & Terminations Reports

Faculty Dashboard (produced by Office of Planning and Budgeting)

IPEDS (Integrated Post Secondary Education Data System) Report

AAUP (American Association of University Professors) Faculty Salary Survey

Affirmative Action Plan

Campus requests for faculty data

Public requests for faculty data submitted via the Public Records Office

# WHO AND WHAT IS INCLUDED

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Who is included in this population?

- People with academic appointments on October 31
- People with positions in the Academic Personnel job family group on October 31

What data is included in the census?

- Primary academic appointment
- Position in the Academic Personnel job family group
  - Note: If the person does not have a position in the Academic Personnel job family group, then the worker's primary position is included

Anyone with an appointment or position will be included in the census, but both an active academic appointment and an active position (not necessarily academic) are required for people included.

**WHAT ARE THE GOALS?**

# ACADEMIC APPOINTMENT GOALS

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For all individuals with active appointments on October 31:

- Primary appointment entered
- Rank corresponds to the worker's job profile
- Valid academic appointing unit
- Valid appointment identifier
- Valid appointment end dates
- Valid roster percent (for certain appointments only)

Roster percent is used to assess full-time status – titles eligible for the Unpaid Academic job profile are excluded from this audit



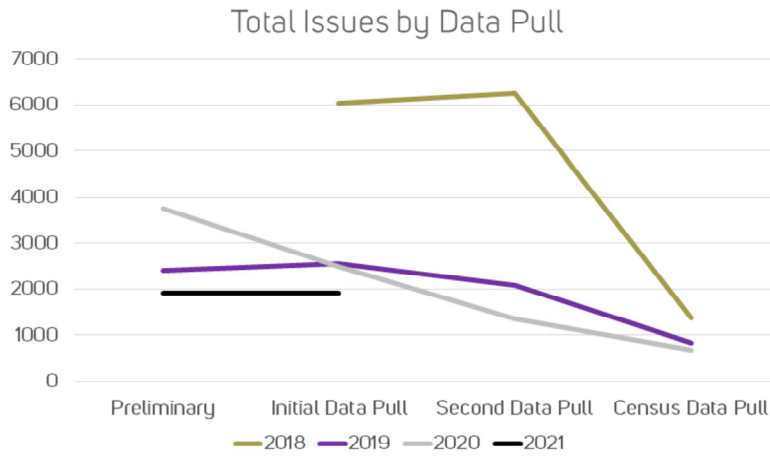
## POSITION GOALS

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For all individuals with active positions in the Academic Personnel job family group on October 31:

- Position entered
- Job profile that corresponds to worker's primary academic rank

# STATUS (CURRENT + HISTORIC)



Expired positions will not be included in the census

## STATUS AS OF JULY 28

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- 1847 individuals with appointment or position issues (3761 in 2020)
- Missing Primary Appointment: 1,580
- Missing Position: 70
- Rank Profile Discrepancies: 105
- Invalid Appointment Identifiers: 3
- Invalid Appointing Unit: 3
- Invalid Primary Appointment: 96
- Missing Roster Value: 321

**All schools/colleges/campuses have data issues to address**

Expired appointments and positions will not be included in the census

- 1285 expired academic appointments as of 7/29/2021
- 378 expired academic positions as of 7/29/2021

**HOW WILL WE GET THERE?**

# 2021 CENSUS PREPARATIONS

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- **August 10:** Training & Overview
- **Week of August 23:** First Data Delivery
- **August 26:** First Office Hour Session
  - Held weekly through mid-October
  - Will use waiting room and will admit one person at a time to allow for more detailed discussions
- **Week of October 4:** Second Data Delivery
- **October 22:** All transactions for personnel who will be active on October 31 need to be entered in Workday, with dean's office approvals
- **October 31:** Snapshot Date
- **November 15:** Census Data pulled from Workday
  - Units will be contacted regarding any discrepancies in the census data

# DATA DELIVERY CONTENTS

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## FIRST DELIVERY (AUGUST)

- Academic Appointment Issues
  - Expired appointments
  - Invalid end dates
  - Invalid Identifier
  - Invalid Appointing Unit
  - Missing/Invalid Roster

## SECOND DELIVERY (OCTOBER)

- Appointment & Position Issues
  - Everything to the left
  - Invalid Rank/Profile Combination
  - Missing Appointments
  - Missing Positions
  - Expired Positions

# VIRTUAL OFFICE HOURS

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- Thurs, 8/26 – 9:30a
- Tues, 8/31 – 1:30p
- Weds, 9/8 – 10:30a
- Thurs, 9/16 – 1:30p
- Fri, 9/24 – 10:30a
- Mon, 9/27 – 9:30a
- Tues, 10/5 – 9:30a
- Weds, 10/13 – 1:30p
- Weds, 10/20 – 1:30p

Please don't wait until the last session to ask all your questions!

## NEW WORKDAY RESOURCES

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- AP Census Preview Report
  - Includes invalid rank/profile indicator
- AP Census Academic Appointment Issues Report
  - Includes expired/expiring appointments
- AP Census Position Issues Report
  - Includes expired/expiring positions

Run these reports as often as you need/want! They will include all of the people in the data files I distribute.

The Census Preview Report will flag invalid job profiles/academic ranks for expired appointments and positions, so check anyone flagged very carefully!



## AP Census Preview

# A

**Instructions** This report provides a preview of data that would be included in the OAP Census if the data was pulled today. Inclusion is based on having an active academic appointment with the "primary" identifier and/or a position in the '01 - Academic Personnel' job family group on the census date (October 31st of each year)

### PURPOSE:

- This report provides units with an insight into the people, appointments, and positions that are included in the OAP Census.
- Records for people who are not included but are expected, or are not included but are expected should be reviewed to ensure that all academic appointments and positions are entered correctly in Workday.
- Academic Appointment Data Issues Summary R0662 may help in identifying academic appointment issues.
- Position-related audit reports identified at <http://ap.uw.edu/audit-reports/> may also be helpful in identifying issues.

### PROMPT DETAILS:

- At least one of the prompts is required for data to return: Supervisory Organization, School/College/Campus, or Academic Unit
- Supervisory Organization: to return any worker with an active position in the supervisory organization along with all active positions and appointments for the worker
- Supervisory Organization AND School/College/Campus: Select the School/College/Campus associated with the Supervisory Organization to return any worker with an active position in the Supervisory Organization or an active appointment in the corresponding School/College/Campus along with all active positions and appointments for the worker
- Supervisory Organization AND Academic Unit: Select the Academic Unit associated with the Supervisory Organization to return any worker with an active position in the Supervisory Organization or an active appointment in the corresponding Academic Unit along with all active positions and appointments for the worker
- School/College/Campus: to return any worker with an active appointment in the School/College/Campus along with all active positions and appointments for the worker
- Academic Unit: to return any worker with an active appointment in the academic unit along with all active positions and appointments for the worker

PLEASE NOTE: Faculty with appointments in the clinical - non salaried and affiliate tracks and positions in staff job profiles may be flagged as having an invalid job profile/academic rank combination if the supervisory organization is in the entity that corresponds to the school/college/campus of the primary appointment. The faculty code states that clinical - non salaried and affiliate faculty must have principal employment responsibilities that lie outside the colleges or schools of the University. Units are responsible for assessing whether the flagged clinical - non salaried and affiliate faculty members positions meet this criteria.

Census Date

School/College/Campus (Selection: Level 1 In Academic Unit Subtype category)

Academic Unit

Supervisory Organization

Include Subordinate Organizations

Filter Name

Manage Filters

1 Saved Filters

# MERIT RESTRICTED ENTRY PERIOD 2 (AUG 1 TO SEPT 13)

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## PERMITTED ACTIONS

- All Academic Appointment BPs
- Hires, Rehires, and Add Additional Jobs
- Terminations
- FTE changes effective on or before 8/31
- End employment date changes effective on or before 8/31

## PROHIBITED ACTIONS

- Promotions, Lateral Moves, Transfers
- FTE Changes effective 9/1 or later
- End employment date changes effective 9/1 or later
- Base Pay and Practice Plan changes
- Allowance changes (other than Practice Plan) effective 9/1 or later

Academic Personnel excluded from Merit are not subject to these restrictions:

- Residents & Fellows (including Chief Residents)
- Senior Fellows
- Extension Lecturers
- ROTC Professors
- Visiting Academic Staff
- Postdoctoral Scholars
- Retirees and Emeritus Faculty
- Librarians

# COMMON DATA ISSUES - AUGUST DATA DELIVERY

# AP CENSUS APPOINTMENT ISSUES REPORT

## AP Census - Academic Appointment Data Issues

**Instructions** Identifies academic appointments with census-impacting data issues.

**Purpose:** This report allows units to identify academic appointments with data issues that may impact the AP Census. The included issues are those related to end dates (invalid or expired), identifiers, roster values, appointing units, and missing positions.

This report should be run weekly during the census preparations window (August through October) to ensure all academic appointment data is complete and accurate on the AP Census snapshot date.

**Prompt Details:** Select the academic rank(s), track type(s), academic unit(s), and/or School/College/Campus you would like to see data for.

Employee ID	Academic Appointee	Academic Appointment	Position Issue	Appointment End Date Issue	Appointment Identifier Issue	Academic Unit Issue	Roster Value Issue	Academic Rank
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Academic Unit

School/College/Campus (Selection option from 'All' category)

Filter Name

Manage Filters

0 Saved Filters

Save

# MISSING POSITION

## *ACADEMIC APPOINTEES WITHOUT ACTIVE POSITIONS R0612*

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Workers with active academic appointments must have a corresponding position entered in Workday.

If the worker has been terminated, all academic appointments must be ended.

If a courtesy appointment was extended through reappointment prior to or after a termination in another academic unit, they should be rehired into the Unpaid Academic job profile effective the termination date.

***To resolve this type of issue:*** Determine the correct job profile or if the academic appointment needs to be ended, then take action on the appointment or position (whichever is not correct). Actions may include end academic appointment, update academic appointment, job change, or rehire.

Count as of 10/31/2021 is 192

Initial Count in 2020 was 64

# EXAMPLES

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## REAPPOINTED COURTESY FACULTY

- Faculty with courtesy academic appointments (affiliate, clinical, and emeritus) that have been extended through a reappointment must have a position in the unpaid academic job profile.

## TERMINATED WORKERS

- Academic appointments for terminated workers need to be ended in Workday.

# EXPIRED APPOINTMENTS

## INVALID APPOINTMENT END DATE AUDIT R0630

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Academic personnel with expired academic appointments are excluded from the AP Census.

***To resolve this type of issue:*** Determine whether the appointment is active, if not end the academic appointment. If the appointment is active, extend the end date using the "reappointment" reason code for the update academic appointment action.

**\*\*If the primary appointment has ended, another appointment may need to be made primary, or the worker may need to be terminated.**

Count as of 8/9/2021 is 1167

If there are additional appointments, please reach out to the secondary appointing units prior to terminating a worker.

For appointments to titles/ranks included in the reappointment EIBs – the default reappointment action is "Reappoint". These appointments can only be ended if the faculty member was notified of the non-reappoint decision prior to the deadline established in the faculty code.

## EXAMPLES

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EXPIRED FIXED TERM APPOINTMENT,  
NO SECONDARY APPOINTMENTS

- Academic Rank: Postdoctoral Scholar
- Position End Date: 6/30/2021
- Action: End Academic Appointment, Terminate Worker

EXPIRED ANNUAL APPOINTMENT,  
ACTIVE SECONDARY APPOINTMENT

- Academic Rank: Lecturer Part-Time Temporary
- Secondary Appointment Rank: Affiliate Instructor
- Action: End Primary Academic Appointment, Update Secondary Appointment (to Primary), Change Job (to Affiliate Instructor or Unpaid Academic)

In example 1: if position had been reappointed, the appointment would also need to be extended through a reappointment

In example 2: if the reappointment decision for the affiliate appointment was “Reappoint” the position must move to a sup org within that appointing unit.



# INVALID APPOINTMENT END DATE

## *INVALID APPOINTMENT END DATE AUDIT R0630*

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Workers with invalid appointment end dates may be included or excluded from business processes incorrectly.

Appointments in fixed term titles must have an end date within the appointment limits for the title.

Appointments in indefinite title must not have an end date entered in Workday until the appointment is ended.

***To resolve this type of issue:*** *Determine the correct end date for the appointment, then update the academic appointment to reflect that date.*

Count as of 8/9/2021 is 60

# EXAMPLES

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## FIXED TERM TITLE/RANK

- Academic rank: Lecturer Part-time Temporary
- Current Appointment End Date: (empty)
- Maximum appointment term: 1 year
- End Employment Date: 6/15/2022
- Action: Update appointment, enter end date of 6/15/2022

## INDEFINITE TITLE/RANK

- Academic rank: Clinical Professor Emeritus
- Current Appointment End Date: 12/29/9999
- Action: Update appointment, remove appointment end date

Example 1 is for a 9 month

# INVALID APPOINTMENT IDENTIFIER

*APPOINTMENTS WITH INVALID APPOINTMENT IDENTIFIERS R0343*

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Each academic rank has specific valid identifiers to be used when entering academic appointments.

Valid identifiers are specified in Sextant.

***To resolve this type of issue:*** Determine which of the valid identifiers is correct for the circumstance; then update the academic appointment.

Count as of 8/9/2021 is 15

Initial Count in 2020 was 3

Keep in mind that if there is already a primary appointment, it will need to be ended or updated before another appointment can be assigned the primary identifier.

## EXAMPLES

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### INVALID "DUAL"

- Academic Rank: Research Associate Professor
- Identifier Assigned: Dual
- Valid Identifier: Primary or Joint

### INVALID "PRIMARY"

- Academic Rank: Assistant Dean
- Identifier Assigned: Primary
- Valid Identifiers: Administrative

Example 1: "D- Dual" is only valid for certain academic tracks, for professorial tracks (Tenure/Tenure Track, Without Tenure, Research, Teaching, and Clinical – Dental Pathway), secondary appointments should have the "J – Joint" identifier.

Example 2: Clinical professor appointments can be assigned the identifier "P-Primary" or "D-Dual", so the academic appointment needs to be updated. If there is an existing primary appointment, this one should be assigned the "dual" identifier.

## INVALID APPOINTING UNIT <sup>(6)</sup>

*APPOINTMENTS IN NON-ACADEMIC APPOINTING UNITS R0344*

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Only units identified as academic appointing units by the Board of Regents may be used as the academic unit for appointments in non-administrative tracks.

***To resolve this type of issue:*** Determine the correct academic appointing unit; then update the academic appointment.

Count as of 8/9/2021

Initial Count in 2020 was 220 – this is a huge improvement! Good work!

# EXAMPLES

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## DEPARTMENTALIZED SCHOOL

- Academic Unit: School of Nursing
- Academic Rank: Preceptor

## ADMINISTRATIVE APPOINTMENT

- Academic Unit: University of Washington
- Academic Rank: Dean

Example 1: Since the academic rank is not administrative, and the school is departmentalized, the academic unit needs to be a department

Example 2: While dean positions are in the provost sup org, the academic appointment needs to be in the school.

# INVALID ROSTER VALUE

*INVALID ROSTER PERCENT AUDIT R0679*

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Roster percent values are required for most academic ranks (list has expanded since 2020)

Roster value: The “contracted rate of employment” and sets the maximum FTE limit for the position.

***To resolve this type of issue:*** *Determine the correct roster value (the offer letter is a good source for this information), then update the academic appointment.*

Count as of 8/9/2021 is 257  
Initial Count in 2020 was 205

# EXAMPLES

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## FULL TIME WORKERS

- Enter the value "100"

## PART TIME WORKERS

- Enter the value stated in the worker's most recent offer letter.
  
- Minimum values are in Sextant



# COMMON DATA ISSUES - OCTOBER DATA DELIVERY


# AP CENSUS POSITION ISSUES REPORT


## AP Census - Position Issues

**Instructions** Identifies positions in the 01 - Academic Personnel job family group with census-impacting data issues.


**Purpose:** This report allows units to identify positions in the 01 - Academic Personnel job family group with data issues that may impact the AP Census. The included issues are those related to end dates (invalid or expired), and missing academic appointments.


Employee ID	Worker	Position End Date Issue	Missing Appointment Issue	Position	Job Profile
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Effective as of Date \* 10/31/2021 

Supervisory Organization \*  

Include Subordinate Organizations

Job Family  

Job Profile  

## RANK & PROFILE DISCREPANCY

### ACADEMIC PERSONNEL WITH AN INVALID PRIMARY ACADEMIC RANK R0650

Typically primary appointment academic rank should correspond to job profile of primary position.

Exceptions (detailed in Sextant) exist for courtesy titles, and in a few specific scenarios.

***To resolve this type of issue:*** Determine correct title; then take action on the appointment or position (whichever is not correct). Actions may include end/add academic appointment, update academic appointment, data change, or job change.

Report is being updated to reflect new job profiles/academic ranks.

Counts as of 8/9/2021 is 296

Initial Count in 2020 was 331

Count does not reflect discrepancies that are likely related to promotion actions scheduled for entry in September

## EXAMPLES

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### INVALID RANK & PROFILE

- Job Profile: Affiliate Associate Professor
- Academic Rank: Affiliate Assistant Professor

### INELIGIBLE ACADEMIC RANK

- Job Profile: Professor Without Tenure
- Academic Rank: Adjunct Professor

Example 1: the correct value will need to be determined by reviewing the worker's record, once the correct job profile and academic rank have been identified the position or academic appointment (whichever is wrong) can be corrected through the appropriate process.

\*\*In the sample case, the worker was moved into paid status from unpaid status, but the job profile and business title were changed as part of the move. There is no promotion action for the worker, so the job change will need to be rescinded and re-entered.

Example 2: Adjunct appointments can not be primary appointments, so the worker's record will need to be reviewed to determine if a missing academic appointment needs to be added, or if there are other circumstances.

\*\*In the sample case, the academic appointment has been ended due to a resignation before October 31<sup>st</sup>, but the position has not been ended yet.

# MISSING ACADEMIC APPOINTMENT

## ACADEMIC WORKERS WITHOUT PRIMARY ACADEMIC APPOINTMENTS R0469

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Academic personnel with positions in nearly all Academic Personnel job profiles are required to have an active academic appointment in Workday (Exceptions detailed in Sextant).

***To resolve this type of issue:*** Determine whether the appointment has lapsed or if the relationship is no longer active. If there is an expired academic appointment that corresponds to the position, update the academic appointment to extend the end date. If the relationship is no longer active, the position should be ended or the worker should be terminated.

Count is as of 10/31/2021 is 1451

Initial Count in 2020 was 1779

# EXAMPLES

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## UNPAID ACADEMICS

- All academic personnel with the Unpaid Academic job profile must have an active academic appointment.

## PAID ACADEMIC JOB PROFILES

- All academic personnel with job profiles other than Librarian Retired, Associate Librarian Retired, and Retiree – Academic must have an active academic appointment

# EXPIRED POSITION

## *INVALID ACADEMIC POSITION END DATES R0663*

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Workers whose positions have expired will be excluded from the AP Census.

When a position expires, terminate in Workday, or extend through reappointment action.

If position has ended, all academic appointments also need to be ended.

***To resolve this type of issue:*** Determine whether the position is active, then end the position, terminate the worker, or extend the end date. Verify that the corresponding academic appointment is ended or extended as appropriate.

Count as of 8/9/2021 was 270

Initial Count in 2020 was 1033

Additional 73 positions have invalid end dates (including made up dates, dates too far out for the title, dates when the position is indefinite, and no date when the position is fixed term)

# EXAMPLES

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## COURTESY FACULTY

- Academic personnel with appointments in the affiliate, clinical non-salaried, and emeritus tracks, should be moved to positions with the Unpaid Academic job profile when they are no longer in paid status.

## DELAYED REAPPOINTMENTS

- Job changes for workers whose positions being extended through a reappointment need to include all required documents.



# RESOURCES

## OAP RESOURCES

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[Academic Personnel Census: An Introduction](#)

[Workday Academic Personnel Audit Reports](#)

[AP Census Preparation FAQ](#)

[Sextant: An Academic Appointments and Positions  
Guidance Tool](#)

# ISC RESOURCES

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[User Guides](#)

[Admins' Corner](#)

- Admins' News
- Monthly Tasks

# PEOPLE

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## [Academic HR Specialists](#)

ISC Tier 2 Academic Service Partners

Me (Carla)



**THANK YOU!**