



OAP eDigest

JANUARY 2020

Hello Campus Partners!

Welcome to the Office of Academic Personnel (OAP) eDigest. We hope you find the information included here helpful to your academic personnel administration work. If you have news to share, please email us at acadcomm@uw.edu.

ANNOUNCEMENTS

WELCOME OUR NEW ISO MANAGER

OAP is pleased to announce the appointment of Ursula Elspeth Owen as ISO Manager. Ursula brings more than 16 years of experience in the immigration field to this new role - including nearly nine years as an advisor on OAP's International Scholars Operations team. As ISO Manager, she will supervise ISO personnel and play a leadership role in the pursuit of ISO-related process improvements. Ursula looks forward to working with partners across the UW on continuing to improve ISO's services.

UPDATES

THE OFFICE OF RESEARCH MISCONDUCT PROCEEDINGS IS MOVING

For nearly two decades, the Office of Research Misconduct Proceedings (ORMP) has been addressing research misconduct issues from its home in the Office of Academic Personnel. Effective February 1, 2020, ORMP operations will move to the Office of Research, where its work will be overseen by Associate Vice Provost of Research Administration and Integrity Joe Giffels. This realignment is consistent with UW's peer institutions and will allow ORMP to more readily draw on the Office of Research's expertise.

The office move has been timed to coincide with the retirement of Anne Ackenhusen, who has led ORMP for over 12 years. We wish Anne a heartfelt goodbye and congratulations. Asked if she had any parting words, Anne stated, "It's been an honor to work with so many accomplished academics and administrators at such a prestigious research institution." Anne wishes UW and her colleagues continued success.

WASHINGTON STATE'S PFML BENEFITS NOW AVAILABLE FOR ELIGIBLE UW EMPLOYEES

The new Washington state Employment Security Department's Paid Family and Medical Leave (PFML) website went live on January 1, 2020, meaning the state's new PFML benefit is now available to eligible UW employees. For more details

about this new benefit and related UW leave policies for academic personnel, visit the [OAP PFML page](#). Note that our page was recently updated to include details about the UW supplemental benefit offering. Questions about how PFML intersects with leaves for academic personnel can be directed to APleaves@uw.edu.

ACADEMIC HR WALK-IN HOURS FOR WINTER QUARTER 2020

Please note the following revised Academic HR (AHR) walk-in hours for the 2020 winter quarter.

Mondays: 10:30am - 12:30pm

Tuesdays: 10am-3pm (closed 12-1pm for lunch)

Wednesdays: 10:30am-12 pm

Thursdays: 1-3pm

Fridays: 10:30am-12pm

AHR staff members are available by appointment only outside of these service hours. To schedule an appointment, please email acadpers@uw.edu (for academic appointment issues) or acadvisa@uw.edu (for visa issues). If you are dropping off documents for the ISO, please use our secure dropbox located by the stairwell near the reception desk.

INTERNATIONAL SCHOLAR OPERATIONS (ISO) TEAM CHANGE

Currently we are working to fill a recent vacancy on our small but mighty ISO team. During this transition period, we ask campus partners to please send in visa requests as early as possible. While our goal is to always provide a high level of service, campus partners may experience a bit slower response time in the interim. By planning ahead, we can work to make sure visa applications are processed in a timely fashion.

REMINDERS

EMERITUS APPOINTMENT DOCUMENTATION FOR MOVING TO PAID STATUS

In order to more closely align with other academic appointment and position guidance, OAP recently updated the requirements for moving emeritus academic personnel into paid status. When moving an emeritus academic personnel employee into paid status, a director/chair letter - stating FTE and length of paid employment - needs to be uploaded into Workday. A letter is required regardless of whether the emeritus academic personnel employee is paid by grants or local funds. This new practice has been documented on the [emeritus titles and ranks pages](#).

ACADEMIC PERSONNEL WORKDAY AUDIT REPORTS

Workday is the UW personnel system of record and data collected there is used in various University-wide processes and reports; it's therefore crucial that academic personnel data in the system is up-to-date, accurate, and complete. With this in mind, OAP has developed a list of academic personnel-related Workday audit reports that should be run monthly by campus partners.

A new postdoctoral scholar report, [R0613](#), was recently added to the list. This report identifies postdoctoral scholars who are overdue for a CBA-mandated compensation increase as well as those who will be due for an increase within 90

days. Units with postdoctoral scholars should run R0613 at least monthly.

For more information, review the OAP blog post on [recommended monthly audit reports](#). Visit the ISC's [Workday Reports 101 page](#) for a handy tutorial on running reports.

ANNUAL VS. QUARTERLY APPOINTMENTS

As many units gear up to start recruitment of fixed-term academic personnel for the 2020-21 Academic Year, remember that annual appointments have a fixed FTE that should not change for the duration of the academic year. Quarterly appointments should have a fixed FTE for the duration of the quarter. In each case, offer letters should clearly state the FTE of the appointment. Visit the [Annual vs. Quarterly Appointments page](#) of the OAP website for more details and [contact your Academic HR Specialist](#) if you need additional assistance.

IMPORTANT DATES

Mon, Feb 3: [Non-mandatory promotion packets](#) due

Tues, Feb 11: Join the ISO team for an [Immigration 101 training](#)

Thurs, Feb 20: Join the AHR team for a [Short-Term Appointments training](#)

Thurs, Feb 20: [Academic titles](#) need to be in the AHR Workday queue to be included on Board of Regents report

Tues, Mar 3: [Clinical and affiliate promotions](#) due to AHR

SHOUT OUT SECTION

Serving UW academic personnel well means having great campus partnerships! We'd like to use this section to recognize the great work of our campus partners.

PROMOTION AND TENURE

Thank you to all units who submitted 2019-20 mandatory promotion packets on time! This academic year, OAP has processed and is reviewing 98 mandatory packets. A special shout out to the School of Medicine, which submitted the first batch of mandatory packets before the Thanksgiving holiday!

FROM OUR PARTNERS

This section is a chance to promote resources, questions and more from our partners around the campus. Email acadcomm@uw.edu if you have anything to add.

NEW UW TRANSGENDER RESOURCE WEB PAGE

The University of Washington is committed to providing an inclusive, safe, and respectful work environment for all employees, including those of all gender identities and expressions. In this spirit, a collaborative team comprised of UWHR, OAP, and the School of Medicine, has created new [Transgender Resource web pages](#), which help employees understand policies and resources and provides common definitions and guidance for supervisors and colleagues.

Please review the new pages and share them within your teams as appropriate.

UPDATES TO THE STUDENT ACCOMMODATION POLICY

The UW's policy on reasonable accommodations for students with disabilities has been updated to provide clarity around roles and responsibilities as well as accommodations implementation. Please share the [Student Governance and Policies Ch 208 link](#) with your academic personnel.

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