Dates for Academic Appointments in Workday

Spring Cleaning 2020 – Week 2
Agenda

Definitions
Dates for Academic Appointments in Workday
“Start” Dates to use when updating Academic Appointments
Reports to Run to Identify Issues with Academic Appointment Dates in Workday
Questions?
Definitions
Which dates will we be looking at?

- Worker
  - Academic Appointment
  - Position
  - Compensation
  - Time Off
  - Education History (Career)
Dates for Academic Appointments in Workday
## Which dates will we be looking at?

<table>
<thead>
<tr>
<th>Track Start/End Date</th>
<th>Track Start Date (Override)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Start/End Date</td>
<td>Adjusted Title Start Date</td>
</tr>
<tr>
<td>Appointment Update Date</td>
<td></td>
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<tr>
<td>Actual Appointment End Date</td>
<td></td>
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<tr>
<td>Academic Review Date</td>
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<tr>
<td>Tenure Track Start Date</td>
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<tr>
<td>Probationary End Date</td>
<td></td>
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<tr>
<td>Tenure Award Date</td>
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</tbody>
</table>
Track Start/End Date

What is a “Track Date”?

- It describes the complete time an academic person has held an academic appointment in a given Academic Track
  - “Tenure/Tenure Track” contains: Assistant Professor; Associate Professor Tenure Track; Associate Professor; Professor Tenure Track; Professor
  - “Clinical Non-Salaried Faculty” contains: Clinical Instructor, Non-Salaried; Clinical Assistant Professor, Non-Salaried; Clinical Associate Professor, Non-Salaried; Clinical Professor, Non-Salaried

Changes between tracks should be implemented by ending the existing appointment and adding a new one
Track Start/End Date (cont.)

What do the start and end dates mean?
- Track Start Date indicates the earliest appointment start date in the specified track
- Track End Date indicates the last appointment end date in the specified track

How do different transaction types affect Track Dates?
- “Add Academic Appointment” may set the Track Start Date
- “End Academic Appointment” will set the Track End Date
- “Update Academic Appointment” will not affect the Track Start Date or the Track End Date

Changes between tracks should be implemented by ending the existing appointment and adding a new one
Promotions and Awards of Tenure within the same academic track type should be done via “Update Academic Appointment”, any other change should be done using “Add Academic Appointment” and/or “End Academic Appointment”.

Update Academic Appointment impacts will be discussed in more detail later.
Promotions and Awards of Tenure within the same academic track type should be done via “Update Academic Appointment”, any other change should be done using “Add Academic Appointment” and/or “End Academic Appointment”

Update Academic Appointment impacts will be discussed in more detail later
Appointment Update Date

What is the “Appointment Update Date”?
- The most recent effective date of an Update Academic Appointment action other than the current appointment start date

How is this date used?
- Workday uses it to indicate when there has been an effective dated change to an academic appointment

How do different transaction types affect the Appointment Update Date?
- “Add Academic Appointment” will not affect the date
- “End Academic Appointment” will not affect the date
- “Update Academic Appointment” will only affect the date if the “Start Date” of the update is a date other than the current appointment start date
Note: Examples are from the Appointment History view and include active and inactive appointments

- **Example 1**
  - Track Start Date for first two appointments is the hire date
  - Last Updated for 1st appointment and Appointment Start for 2nd appointment align, title is the same, this is the unit change
  - 9/16/2017 is the “Actual Appointment End Date” for the first appointment

- **Example 2**
  - Lots of appointments in different tracks here – each track end date indicates that the appointment was ended in the system
  - You can see that several of these appointments were ended so the person could be moved into a new title.
Actual Appointment End Date

Custom value added by UW prior to go live

Used to more clearly describe the end date of an academic appointment

Frequently included in custom reports in Workday (e.g. R0401, R0553, R0612)

Calculation Returns:
- Academic Appointment Update Date when present; if blank, then returns
- Academic Appointment Track End Date; if blank, then returns
- Academic Appointment End Date when present

Designed to ensure accurate reporting in a number of cases:
- Early promotion from an academic rank subject to mandatory review
- Promotion from an academic rank not subject to mandatory review
- Termination (prior to expected end of term appointment or for indefinite appointments)
<table>
<thead>
<tr>
<th>Academic Rank</th>
<th>Academic Track Type</th>
<th>School/College/Campus</th>
<th>Academic Unit</th>
<th>Academic Unit Code</th>
<th>Academic Appointment Identifier</th>
<th>Academic Appointment Start Date</th>
<th>Academic Appointment End Date</th>
<th>Track Start Date</th>
<th>Track End Date</th>
<th>Actual Appointment End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Assistant Professor - Non-Salaried</td>
<td>Clinical Non-Salaried Faculty</td>
<td>School of Nursing</td>
<td>Biobehavioral Nursing &amp; Health Informatics</td>
<td>01/7</td>
<td>P - Primary</td>
<td>09/08/2017</td>
<td>09/08/2017</td>
<td>06/30/2018</td>
<td>06/30/2018</td>
<td>06/30/2018</td>
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<tr>
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<td>Professional</td>
<td>College of Built Environments</td>
<td>Real Estate</td>
<td>128</td>
<td>P - Primary</td>
<td>09/16/2017</td>
<td>09/15/2023</td>
<td>09/01/2017</td>
<td>06/15/2023</td>
<td>06/15/2023</td>
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<td>Clinical Salaried Faculty</td>
<td>School of Nursing</td>
<td>Family and Child Nursing</td>
<td>049</td>
<td>P - Primary</td>
<td>09/16/2017</td>
<td>06/30/2020</td>
<td>09/16/2017</td>
<td>09/15/2019</td>
<td>09/15/2019</td>
</tr>
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<td>Clinical Non-Salaried Faculty</td>
<td>School of Nursing</td>
<td>Biobehavioral Nursing &amp; Health Informatics</td>
<td>017</td>
<td>P - Primary</td>
<td>09/16/2014</td>
<td>06/30/2019</td>
<td>06/16/2014</td>
<td>06/30/2019</td>
<td>04/30/2019</td>
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<tr>
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<td>Biobehavioral Nursing &amp; Health Informatics</td>
<td>017</td>
<td>P - Primary</td>
<td>12/16/2016</td>
<td>06/30/2020</td>
<td>12/16/2016</td>
<td>06/30/2020</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>Associate Professor WOT</td>
<td>Professor - Without Tenure</td>
<td>School of Nursing</td>
<td>Biobehavioral Nursing &amp; Health Informatics</td>
<td>017</td>
<td>P - Primary</td>
<td>07/01/2005</td>
<td>08/15/2017</td>
<td>07/01/2005</td>
<td>05/25/2018</td>
<td>05/25/2018</td>
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<tr>
<td>Associate Professor WOT</td>
<td>Professor - Without Tenure</td>
<td>School of Nursing</td>
<td>Biobehavioral Nursing &amp; Health Informatics</td>
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<td>P - Primary</td>
<td>03/25/2018</td>
<td>07/01/2005</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Examples are from R0401 Output and include active and inactive appointments
- **Row 1** – Actual Appointment End is the Track End Date
- **Row 2** – Actual Appointment End is the Appointment End Date
- **Row 3** – Actual Appointment End is the Track End Date
- **Row 4** – Actual Appointment End is the Track End Date & Appointment End Date (track ended on appointment end date)
- **Row 5** – Actual Appointment End is the Appointment End Date
- **Row 6** – Actual Appointment End is the Appointment Update Date (after appointment end date, no track end date)
- **Row 7** – Actual Appointment End is the empty because no track end and no appointment end (same person as row 6)
Academic Review Date

What is the “Academic Review Date”? 
- Date of “Second Year Review” for academic personnel in clock-managed titles
  - Review occurs in spring quarter of second year of service (fall quarter of the third year for senior assistant librarians)
  - Titles subject to this review include: Assistant Professor, Assistant Professor APL WOT, Assistant Professor Clinical Dental Pathway, Assistant Professor WOT, Research Assistant Professor, Associate Professor Tenure Track, Professor Tenure Track, and Senior Assistant Librarian

There is a known issue when the Academic Review Date precedes the Appointment Start Date that we are working on resolving.
There is a known issue when the Academic Review Date precedes the Appointment Start Date that we are working on resolving.

**Academic Review Date (cont.)**

How is this date used?
- Track when Second Year Review should occur and identify who is subject to review.

How do different transaction types affect the Academic Review Date?
- “Add Academic Appointment” will not affect the date
- “End Academic Appointment” will not affect the date
- “Update Academic Appointment” will only affect the date if a new date is entered as part of the update
Probationary End Date

What is the “Probationary End Date”?  
- Date the promotion or award of tenure decision is due for academic personnel in clock-managed titles.
  - Commonly referred to as “Mandatory Review Date”
  - The decision process should start in the year before end date.
  - Titles subject to this review include: Assistant Librarian, Assistant Professor, Assistant Professor APL WOT, Associate Librarian Provisional, Assistant Professor Clinical Dental Pathway, Assistant Professor WOT, Research Assistant Professor, Associate Professor Tenure Track, Professor Tenure Track, and Senior Assistant Librarian

- Work on ending the use of this date is in progress, but it should continue to be used until that change has been implemented
Work on ending the use of this date is in progress, but it should continue to be used until that change has been implemented.
Tenure Track Start Date

What is the “Tenure Track Start Date”?
- The date the faculty member entered the “Tenure/Tenure Track” academic track type
- Titles eligible to be assigned this date include: Assistant Professor, Associate Professor Tenure Track, Associate Professor, Professor Tenure Track, Professor

How is this date used?
- It is used to identify when a faculty member entered the tenure track.

How do different transaction types affect the Tenure Track Start Date?
- “Add Academic Appointment” sets the date
- “End Academic Appointment” will not affect the date
- “Update Academic Appointment” will only affect the date if a new date is entered as part of the update or if the appointment start date of a qualifying academic appointment is changed to an earlier date
Academic Review Date, Probationary End Date, and Tenure Track Start Date in Action

Tenure Information
- Track Is Tenure Eligible: Yes
- Tenure Home: Real Estate
- Tenure Status: Pending
- Tenure Track Start Date: 09/01/2017
- Probationary End Date: 06/16/2023
- Tenure Award Date: (empty)

Additional Appointment Information
- Adjusted Title Start Date: (empty)
- Academic Review Date: 09/16/2019
- Track Start Date (Override): (empty)
Tenure Award Date

What is the “Tenure Award Date”?
- The date an award of tenure took effect
- Titles that have received an award of tenure include: Associate Professor, Professor, Associate Professor Emeritus, Professor Emeritus

How is this date used?
- Identify faculty who have received an award of tenure.

How do different transaction types affect the Tenure Award Date?
- “Add Academic Appointment” will affect the date if the academic rank is listed above.
- “End Academic Appointment” will not affect the date
- “Update Academic Appointment” will only affect the date if the update includes a change in rank to Associate Professor or Professor from a non tenured academic rank.
Note: Examples are from the Appointment History view and include active and inactive appointments

- Example 1: RCEP – Tenure Award Date doesn’t change
- Example 2: Job Change, then RCEP – No Tenure Award Date Change; note track start stays the same
Track Start Date (Override)

What is the “Track Start Date (Override)”?
- The corrected Track Start Date

How is this date used?
- This date field should only be used for correction purposes, please contact your Academic HR Specialist before using it.

How do different transaction types affect the Track Start Date (Override)?
- “Add Academic Appointment” will not affect the date
- “End Academic Appointment” will not affect the date
- “Update Academic Appointment” will only affect the date if a new date is entered as part of the update
Adjusted Title Start Date

What is the “Adjusted Title Start Date”?
- An additional Workday-delivered date field on the academic appointment

How is this date used?
- UW doesn't use it for anything, so it shouldn't be populated

How do different transaction types affect the Adjusted Title Start Date?
- “Add Academic Appointment” will not affect the date
- “End Academic Appointment” will not affect the date
- “Update Academic Appointment” will only affect the date if a new date is entered as part of the update
If a part-time lecturer is appointed quarterly and the FTE changes each quarter but there's no break in service for the academic year, do we use the start date for the academic year or start date of each quarter?

In this circumstance, you would use the start date of the new quarter. If there was no change in the FTE of the contract, the start date used when updating the appointment would be the current appointment start.
“Start” Dates for Updating Academic Appointments
Impact of “Start” Dates When Updating an Academic Appointment

Using the Effective Date of the change
- Adds a value to Appointment Update Date
- Creates a new entry in Appointment History with a new appointment start date
- Should be used when the update being made to change an attribute of the appointment (other than end date) from the current value

Using the current Appointment Start Date
- Does not affect the appointment start date
- Does not affect the contents of Appointment History
- Should be used when the update being made is to change the end date, enter missing data or correct inaccurate date
Effective Date of the Change

Use the effective date of the change when entering these updates:

- Promotion or Award of Tenure
- Change to the Tenure Value
- Change to the Roster Value
- Change an Appointment Specialty (SOM only)
Current Appointment Start Date

Use the current appointment start date when entering these updates:
- Reappointment
- Clock Extension (postponement or waiver year)
- Correction of inaccurate data entry
- Entry of missing data

- If there have been other effective dated changes, using the original appointment start date will create overlapping active appointments
Examples of “Start Date” Impacts

- Note: Examples are from the Appointment History view and include active and inactive appointments

- Example 1 – Reappointment entered using effective date – no other change, should have used 9/1/2017 as “start date” for update

- Example 2 – Waiver year added using effective date – no other change, should have used 5/1/2015 as “start date” for update

- Example 3 – Roster Value changed using effective date – correct
Non “Update” Changes

If the “update” is any of the following, the current appointment needs to be ended, and a new appointment needs to be added:

- Change the academic track type
- Change the academic unit (other than an RCEP, which will be handled via EIB)
- Change the academic rank (other than a promotion or award of tenure)

- None of these changes should be entered using the “Update Academic Appointment” BP
- These changes are most frequently the result of a new role at the university, so are not updates to the existing appointment.
When you do need to change a track type, and therefore end the existing appointment and create a new appointment, is there a way to create the new appointment before the business process for ending the existing appointment has completed?

If the appointment you are ending is the primary appointment, you need to complete the end academic appointment before you can complete the new primary appointment.
Reports to Run
### R0630: Invalid Appointment End Date

#### Invalid Appointment End Date Audit R0630

**Instructions**
Please select the academic rank(s), track type(s), academic unit(s), and/or School/College/Campus you would like to see data for. Academic appointments with invalid end dates will be returned, including expired academic appointments that have not been ended.

End dates should be entered or corrected using the Update Academic Appointment business process using the ‘Update Academic Appointment’ > ‘Revision/Correction’ reason. Expired appointments should be ended using the appropriate ‘End Academic Appointment’ reason. For maximum term duration details, please go to the appropriate page on https://ap.washington.edu/apr/academic-titles-ranks/

To see all invalid appointment end dates for all academic units, do not select any prompt values.

<table>
<thead>
<tr>
<th>Academic Rank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Track Type</td>
<td></td>
</tr>
<tr>
<td>Academic Unit</td>
<td></td>
</tr>
<tr>
<td>School/College/Campus (Selection option from ‘All’ category)</td>
<td></td>
</tr>
</tbody>
</table>

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**Hot Tips:**
**R0630: Invalid Appointment End Date**

To run the report for a departmentalized school, college, or campus, use the “School/College/Campus” prompt

Report output includes expired academic appointments

Maximum appointment durations are identified in Sextant (ap.wa.edu/sextant)
- Professor, Associate Professor, Professor WOT, Associate Professor WOT and Emeritus appointment durations should all be indefinite, and don't need an end date in Workday
Why we built R0630

Several reports depend on appointment end dates to run correctly
- R0555 – Appointments eligible for reappointment
- R0353.1 – Academics with Approaching Mandatory Review Date
- R0361 – Expired & Expiring Academic Appointments

Many academic titles have limits established by the Faculty Code, the Librarian Personnel Code, and APS.
Possible actions to take after running R0630

If the appointment has expired
  ◦ Extend the end date using the appropriate update business process
  ◦ End the academic appointment

If the appointment has an invalid end date
  ◦ Update the academic appointment to correct/remove the end date

Which date should be used for this correction?

Effective Date

★ Current Appointment Start Date ★

Run this report monthly to ensure academic appointments have valid end dates.

- If an expired appointment is included in the reappointment population, and the faculty member has not been notified that they were not reappointed, the appointment needs to be extend through the 2020-21 academic year.
R0361: Expired & Expiring Academic Appointments

**Academic Appointment Expiration Audit R0361**

**Instructions**: Please select the academic rank(s), track type(s), academic unit(s), and/or School/College/Campus you would like to see appointments for.

All expired academic appointments, and any academic appointments with end dates in the next 30 days will be returned. Expiring appointments should be ended using the "End Academic Appointment" business process. Continuing appointments should be reapointed using the "Update Academic Appointment" business process. Positions should also be reviewed, and ended or updated as appropriate.

To see all expired appointments for all academic units, do not select an academic unit or School/College/Campus.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Rank</td>
<td></td>
</tr>
<tr>
<td>Academic Track Type</td>
<td></td>
</tr>
<tr>
<td>Academic Unit</td>
<td></td>
</tr>
<tr>
<td>School/College/Campus (Selection option from 'All' category)</td>
<td></td>
</tr>
</tbody>
</table>

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Hot Tips: R0361: Expired & Expiring Academic Appointments

This report is the data source for the alerts being sent to academic partners on the 22nd of each month.

You can launch the End Academic Appointment and Update Academic Appointment transactions from the report output.
Why we built R0361

Academic Appointments need to be ended in Workday using the appropriate End Academic Appointment business process.

Academic Appointments that fell out of the Reappointments EIB or aren’t eligible to be included in the EIB need to be extended in Workday using the appropriate Update Academic Appointment business process.
If an expired appointment is included in the reappointment population, and the faculty member has not been notified that they were not reappointed, the appointment needs to be extend through the 2020-21 academic year.
## Appointments Missing Academic Review Dates

**Instructions**: Includes only those individuals with current academic appointments in ranks subject to reappointment to a second term per the Faculty Code and the Personnel Code.

<table>
<thead>
<tr>
<th>Academic Unit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences, College of</td>
<td></td>
</tr>
<tr>
<td>Bethell, University of Washington</td>
<td></td>
</tr>
<tr>
<td>Built Environments, College of</td>
<td></td>
</tr>
<tr>
<td>Business, Michael G. Foster School of</td>
<td></td>
</tr>
<tr>
<td>Dentistry, School of</td>
<td></td>
</tr>
<tr>
<td>Education, College of</td>
<td></td>
</tr>
</tbody>
</table>

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You can also click on the worker name to access their profile, or right click on the worker name to open the profile in a new tab.
Why we built Appointments Missing Academic Review Dates Report

R0353.2: Academics with Approaching Second Year Review Date depends on this date being entered

Second Year Reviews are required by the Faculty Code and Librarian Personnel Code
Possible actions to take:
Appointments Missing Academic Review Dates

Update the academic appointment to enter the Academic Review Date

*Run this report monthly to ensure academic appointments have been entered correctly.*
Can you keep the R0 number on all slides relevant to that report?

Certainly!
Up Next

Feel free to reach out to Carla Englander directly by emailing acaddata@uw.edu or by calling (206) 616-4735

5/6: Academic Appointment Data in Detail