Agenda

• Welcome New OAP Team Members
• Upcoming Key Due Dates
• Salary Disclosure Law
• COVID-19 Offer Letter Guidance
• Academic Review Date Business Codes
• 2022 AP Census Update
• Workday Tip: Inbox Filters
New OAP Team Members
Welcome New OAP Team Members

- **Heather Bliss** – AHR Director
- **Olivia Hermann** – AHR Specialist
- **Heather Kelly** – AHR Specialist
- **AnnaLise Bender-Brown** – Policy & Administration Analyst

- **Professor Fredrick Nafukho** to join as vice provost for Academic Personnel on February 1, 2023

Check out our [org chart](#) and [contacts](#) page for more information.
Upcoming Key Due Dates
2022-23 P&T Cycle

• Thanks to everyone who made the Dec 12 mandatory record deadline – great job!
• Non-mandatory and Early P&T records due on Feb 1
• Clinical/Affiliate P&T records due on Mar 1
• P&T Checklist should be first page of all submitted records
• See P&T Due Dates webpage for more info
2022-23 Sabbatical Applications

• Complete sabbatical application packets **due by Jan 6**

• All sabbatical applications **must** be submitted through *SharePoint*

• Be sure to review OAP’s [sabbatical web page](#) for information about required application contents, PDF-naming conventions, statutory limits, etc.

• We anticipate sabbatical review outcomes by early March
2022-23 Reappointments

• Annual/multiyear faculty **must be notified of reappointment decisions** by Dec 15 (9-mo) or Dec 31 (12-mo)

• **Exception** for those faculty in their first year of appointment; then notification period is shortened to Mar 15 (9-mo) or Mar 31 (12-mo)

• Submit “Winter” reappointment spreadsheet to Academic HR by Jan 20; “Spring” spreadsheet by Mar 17

• Be sure to review OAP’s [Reappointments](#) web content for details
Salary Disclosure
Reminders

• Update active job postings by Jan 1 to comply with law

• Required template language, guidance, and FAQs available on OAP’s Salary Disclosure web page

• Starting Jan 1, AHR will send back postings that lack a salary range

• Remind your chair/director, dean/chancellor that the final offer cannot exceed the posted salary range
Regarding Postdocs

- Use current postdoc contract to inform salary disclosure compliance
- You can include a specific salary in the job postings, or a salary range
- If posting a range, the minimum end of the range must reflect the minimum required by the current contract
Visa Impacts

• During ad review in Interfolio, **ISO will check wage ranges against Department of Labor wage data** and contact units if the wage range starts lower than the likely relevant wage data

• When a prevailing wage determination is higher than the range listed in the ad, ISO will contact units about how/whether to proceed with sponsorship
COVID-19 Related
Offer Letter Guidance
Governor’s vaccination mandate was lifted on October 31, 2022

UW has since adopted its own vaccination requirement as a condition of employment

OAP has revised template language that must be included in offer letters for UW academic personnel appointments
Academic Review Date
Reason Codes
Academic Review Dates

• Update Academic Appointment business processes associated with Academic Review Dates are being updated to reflect appropriate language around this process

• This change will likely go through before the end of December
# Academic Review Dates

<table>
<thead>
<tr>
<th>Previous Reason Code</th>
<th>New Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Mandatory Promotion Progress Decisions &gt; Postponed Second Year: Non-Renew</td>
<td>Faculty Mandatory Promotion Progress Decisions &gt; Postponed Academic Review: Non-Renew</td>
</tr>
<tr>
<td>Faculty Mandatory Promotion Progress Decisions &gt; Postponed Second Year: Renew</td>
<td>Faculty Mandatory Promotion Progress Decisions &gt; Postponed Academic Review: Renew</td>
</tr>
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<td>Faculty Mandatory Promotion Progress Decisions &gt; Academic Review: Renew</td>
</tr>
<tr>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Senior Assistant Librarian Third Year: Non-Renew</td>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Senior Assistant Librarian Academic Review: Non-Renew</td>
</tr>
<tr>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Senior Assistant Librarian Third Year: Renew</td>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Senior Assistant Librarian Academic Review: Renew</td>
</tr>
<tr>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Assistant Librarian Second Year: Promote</td>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Assistant Librarian: Promote</td>
</tr>
<tr>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Assistant Librarian Second Year: Deny</td>
<td>Librarian Mandatory Promotion Progress Decisions &gt; Assistant Librarian: Deny</td>
</tr>
</tbody>
</table>
Academic Review Dates

• We also asked to have the following reason code removed as it is redundant:

  Update Academic Appointment > Librarian Mandatory Promotion
  Progress Decisions > Senior Assistant Librarian Third Year: Promote
Professional Staff Teaching
Professional Staff Teaching Reminder

• Teaching a credit-bearing class **requires** a faculty appointment; this includes professional staff (pro staff)

• Pro staff with 100% positions can teach for academic credit **one time per year** (July 1-June 30) and be compensated via Period Activity Pay (PA014)

• Pro staff who wish to teach more often can do so only by reducing their pro staff position FTE and adding a faculty position with dedicated FTE

• For-credit teaching activities **should not** be included in pro staff regular duties, the job posting, or the job description
2022 AP Census Update
Status of 2022 AP Census

22,397 individuals
- 22,222 academic appointments
- 21,103 Academic Personnel positions

2021 AP Census
- 22,040 individuals
- 21,836 appointments
- 22,004 positions
Results of Census Preparations Effort

359 individuals with data issues

- 327 individuals with data issues in 2021 (10% increase)

4 schools with **ZERO** issues

- Information School
- School of Dentistry
- University Libraries
- UW Tacoma
Commonly Seen Data Issues

• No Primary Appointment
• Invalid Identifier
• Expired appointments
• Missing Roster Value
No Primary Appointment

Common Causes

• Primary appointment ended, secondary appointment still active

• Primary appointment expired

Recommendations

• Notify secondary appointing unit when ending a primary appointment

• Run R0361 Academic Appointment Expiration Audit toward the end of each quarter
Which appointment is primary?

- Associated with a paid position
- Longer appointment term
- Higher roster value
- Established first
Invalid Identifier

Common Causes

• Identifier is not valid for title/track

Recommendations

• Run R0343 Appointments with Invalid Appointment Identifiers toward the beginning of each quarter

• Check Sextant to confirm valid identifiers
Expired Appointments

Common Causes

• Appointment not ended when termination processed

• Annual title hired after reappointment process started for “Spring” reappointment actions

Recommendations

• Run R0612 Academic Appointees without Active Positions toward the end of each quarter

• Units who appoint faculty to an annual title on or after Jan 1 can commit to reappointment in the initial offer letter and then set the appointment end date to the end of the next academic year
Example: Extended End Date in Offer

“On behalf of the School of X, we are pleased to offer you an appointment as Affiliate Instructor in the Department of Y effective January 3, 2023. Affiliate faculty are appointed on an 12-month annual basis (July 1 – June 30). As your appointment starts on January 3, 2023, we are pleased to also commit to your reappointment for Academic Year 2023-24 (July 1 – June 30).”
Missing Roster Value

Common Causes

• Value not entered
• Academic Rank is not correct
• Visiting Professor is not the same as Visiting Scholar

Recommendations

• Run R0707 Academic FTE/Roster Percent/Tenure Value Audit toward the beginning of each quarter
• Visiting Scholar is in the Visiting Academic Staff academic track type, not Visiting Faculty
Workday Tip: Inbox Filters
Workday Inbox Filters

Default inbox loading based on:

• Role assignments (e.g. Academic Partner, HCM Initiate 2)
• Unit/Sup Org assignments

High level filter options

• Business process type (e.g. add academic appointment, hire)
• Tasks (e.g. approvals, to dos)
Additional Conditions

Specific Business Process Reason

• Business Process Type must be selected
• Availability depends on the selected value

Compensation Amounts
Effective Dates

Passed (Retro)
- Less than “CF EE Current Pay Period Start Date”

Current Pay Period
- Less than or equal to “CF EE Current Pay Period End Date”
- Greater than or equal to “CF EE Current Pay Period Start Date”

Next Pay Period
- Greater than “CF EE Current Pay Period End Date”
- Less than or equal to “CF EE Next Pay Period End Date”

Future Pay Periods
- Greater than “CF EE Next Pay Period End Date”
Recommendations/Requests?

Which filters do you use?

Requests for filter options for us to research?

• Send via email or Teams to Carla
QUESTIONS?
Thanks for attending!

We wish all of you a wonderful holiday season and Happy New Year!