Warm Winter Greetings
Agenda

• Welcome New OAP Team Members
• New OAP Mission, Vision & Priority Goals
• January Compensation Changes
• SMD Form Improvements
• Reminders: P&T, Sabbatical, Reappointments, Regents
• 2023 Census Preparation
• Key Upcoming Deadlines
New OAP Team Members
Welcome!

- **Leesa Hall** – AHR Business Partner
- **Courtney Laguio** - Assistant Director of Communications

Check out our [org chart](#) and [contacts](#) page for more information.
OAP Mission, Vision, Values & Priority Goals
OAP Mission

New Mission
Serve the University of Washington and its diverse, world-class academics and faculty from recruitment onward.

Old Mission
To be a respected provider of superior services and an expert institutional resource.
## OAP Vision

<table>
<thead>
<tr>
<th>New Vision</th>
<th>Old Vision</th>
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<tr>
<td>To provide exceptional service, structures, and resources enabling professional excellence for UW faculty and all academic personnel who serve the public good through education and discovery.</td>
<td>Committed to a transformational plan to support faculty, librarians, and other academic personnel from pre-recruitment, recruitment, appointment, development, promotion, retention, retirement and post-retirement for a university with local, state, national and global impact.</td>
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**We Value**

<table>
<thead>
<tr>
<th><strong>Collaboration:</strong> Establishing productive working relationships</th>
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<tbody>
<tr>
<td><strong>Excellence:</strong> Continuous improvement in service we deliver</td>
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<td><strong>Innovation:</strong> Transforming novel ideas into practical solutions</td>
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<td><strong>Diversity:</strong> Creating a safe and inclusive environment</td>
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<td><strong>Respect:</strong> Promoting a work environment that values listening, encouragement, and trust</td>
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<td><strong>Service:</strong> Focusing on delivering value</td>
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<td><strong>Integrity:</strong> Holding ourselves accountable for our words and actions</td>
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3-Year Strategic Plan (2023-28)

Three Priority Goals:

1. **Develop** academic personnel, faculty leaders, and OAP

2. **Partner** with tri-campus leadership, academic units, other central business units, and individuals

3. **Clarify** UW and OAP policies, rules, guidelines, resources, processes, practices, and systems
January 2024
Compensation Changes
New Overtime Minimum

• L&I overtime salary threshold increases to $67,728 ($5,644/mo) effective 1/1/24.

• The new minimum monthly rate for Visiting Scientists will also increase to $5,644 effective 1/1/24.
Postdoctoral Scholars

- Salary minimum increasing to $68,460 ($5,705/mo) effective 1/1/24.

- Increases will be handled centrally via EIB mass upload for the following Job Profiles:
  - Postdoctoral Scholar
  - Postdoctoral Scholar – Conditional
  - Interim Postdoctoral Scholar

- Increases for Postdoctoral Scholar – Fellows must be completed manually at the local level.
Postdoctoral Scholars – OT Eligibility

• 3 new nonexempt/overtime eligible Postdoctoral Scholar Job Profiles have been created effective 1/1/24:
  • Postdoctoral Scholar (NE S UAW Postdoc)
  • Postdoctoral Scholar Conditional (NE S UAW Postdoc)
  • Interim Postdoctoral Scholar (NE S UAW Postdoc)

• Part-time Postdoctoral Scholars whose annual prorated compensation falls below the L&I threshold ($67,728) must be placed into the appropriate nonexempt Job Profile and will be required to track time.
SEIU Librarians

• All members of the bargaining unit will receive a three percent (3%) increase effective 1/1/24.

• Increases for Academic Librarians will be managed via EIB upload.
Sexual Misconduct Disclosure Form Improvements
Ideal Logic SMD Form Improvements

• **Resend SMD Invitations** - New button allows unit administrators to resend invitations at any time. Automatically resends after 3 and 6 days.

• **Cancel Form** - New feature allows unit administrators to cancel an incorrect SMD and start again or cancel an SMD when the candidate is no longer under consideration.

• **Claim Your Account button** — New Welcome box. Shows the email address to use and automatically inserts it into the form.
Reminders
Promotion/Tenure Reminders
Promotion/Tenure

Thank you to everyone who submitted packets already!

We expect ~600 packets and are grateful for any early submissions.
Promotion/Tenure Timeline 2023-24

December 15, 2023  ➢ Mandatory promotion and/or tenure records due to OAP

February 2, 2024  ➢ Non-mandatory and non-mandatory early promotion and/or tenure records due to OAP

March 1, 2024  ➢ Clinical and affiliate promotion records due to OAP

April 12, 2024  ➢ Librarian (mandatory, non-mandatory early, and non-mandatory) promotion records due to OAP

REMINDER Late submission requires pre-approval from Margaret J. Stuart mjstuart@uw.edu/ 206.685.7110
Promotion/Tenure Workday Review

Discrepancies in Workday can complicate and slow down P&T reviews. Use the worksheet in the mandatory and non-mandatory spreadsheets to help identify and resolve issues.

- Education History - Run R0689
- Appointment/Position Start and End Dates
- Joint Appointments
- Dual Appointments (Adjunct, Endowment, Concurrent Non-Professorial)
- FTE, Roster & and Tenure Values - Run R0707
- Waiver Years - Run R0686
Promotion/Tenure Resources

• Promotion/Tenure Webpage
• Training Deck

Contact your Academic HR Specialist

Email us at acadpers@uw.edu
Sabbatical Reminders
Sabbatical Applications

- NEW Sabbatical Eligibility Report R0878
- Applications due January 12, 2024
- Submit through SharePoint
- Outcomes issued early March 2024
- Review OAP’s Sabbatical Leave web page and training deck for information about eligibility, application contents, PDF-naming conventions, statutory limits, etc.
Application Materials

Application materials should be combined into a single PDF in the following order:

• 2024-25 Application for Sabbatical Leave
• Memorandum/letter of support
• Detailed sabbatical plan
• CV
• Additional materials as appropriate

File naming convention:

<<Employee ID>> <<Lastname>>, <<Firstname>>.pdf

Example: “123456789 Picard, Jean Luc.pdf”
Reappointment Reminders
TIMELINES: NOTIFYING FACULTY

Faculty not notified in writing of non-reappointment, default to reappointment

Winter decisions
• 9-month faculty: December 15
• 12-month faculty: December 31

Spring decisions
• 9-month faculty: March 15
• 12-month faculty: March 31

Notifications vary for:
• Quarterly-Appointed Faculty
• Non-Faculty Academic Personnel
• Faculty initial appointment term
DECISIONS DUE TO AHR

• Winter spreadsheet: January 19, 2024
• Spring spreadsheet: March 15, 2024

Dean’s/Chancellor's office uploads completed spreadsheets to unit SharePoint folder.
IMPACTS!

Carefully managed reappointments establish solid foundation for several downstream processes

Directly impacts:

- Hiatus
- Merit
- Pay, benefits and system access
- Overpayments and underpayments
- Census & Annual reports
Reappointment

Resources

- OAP promotion and tenure web pages
- 2023-2024 Promotion and Tenure Checklist
- Promotion and Tenure Voting Matrix

Reappointment Website
Training Deck

Contact your Academic HR Specialist

Email us at acadpers@uw.edu
Board of Regents Reminders
Board of Regents’ Approvals

• Many faculty appointments, principal academic administrative officers and all endowed appointments require Board of Regents’ approval

• OAP relies on Workday to generate reports of new academic personnel appointments requiring Board approval

• Campus Workday deadline 23 days prior to the Board of Regents meeting
Regents 2024 Due Dates

Remember to frequently review the OAP’s Due Dates Calendar along with BOR’s Meeting Calendar.

Dec 19  Items for BoR approval processed in Workday/due to AHR
        Jan 11  Board of Regents Meeting
Feb 20  Items for BoR approval processed in Workday/due to AHR
        Mar 14  Board of Regents Meeting
Apr 16  Items for BoR approval processed in Workday/due to AHR
        May 9   Board of Regents Meeting
May 21  Items for BoR approval processed in Workday/due to AHR
        Jun 13  Board of Regents Meeting
Jun 17  Items for BoR approval processed in Workday/due to AHR
        July 10 Board of Regents Meeting
Aug 20  Items for BoR approval processed in Workday/due to AHR
        Sept 12 Board of Regents Meeting
Oct 22  Items for BoR approval processed in Workday/due to AHR
        Nov 14  Board of Regents Meeting
2023 Census Preparations
Status of 2023 AP Census

• 22,765 individuals
  • 22,754 academic appointments
  • 21,545 Academic Personnel Positions

• 2022 AP Census
  • 22,397 individuals
  • 22,222 academic appointments
  • 21,103 Academic Personnel Positions
Results of Census Preparations Effort

• 509 individuals with data issues
  • 359 individuals with data issues in 2022 (40% increase)

• 3 schools with **ZERO** issues
  • School of Dentistry
  • University Libraries
  • UW Tacoma
What’s next?

• Validation currently in progress

• Data available in early 2024

❖ Need demographic data?

➢ Email EOAA@uw.edu
Upcoming Key Due Dates
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>Dec 15</td>
<td>Return Autumn Quarter Sabbaticals</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Notify 9-month Faculty of Reappointment Decision</td>
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<tr>
<td>Dec 15</td>
<td>Submit Mandatory Faculty Promotion/Tenure</td>
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<tr>
<td>Dec 16</td>
<td>Winter Quarter Sabbatical begins</td>
</tr>
<tr>
<td>Dec 30</td>
<td>Notify 12-month Faculty of Reappointment Decision</td>
</tr>
<tr>
<td>Dec 31</td>
<td>Close recruitments opened July-December 2022</td>
</tr>
<tr>
<td>Jan 12</td>
<td>Deadline to Apply for Sabbatical</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Submit 'Winter' Spreadsheets for Reappointments</td>
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<tr>
<td>Feb 1</td>
<td>Submit H Visa Requests for September starts</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Submit Non-mandatory Faculty Promotion/Tenure</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Submit Clinical and Affiliate Faculty Promotion Record</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Spring Administrators Forum</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Notify 1st Yr. 9-month Faculty of Reappointment Decision</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Return Winter Quarter Sabbaticals</td>
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<td>Submit 'Spring' Spreadsheets for Reappointments</td>
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Upcoming Training Dates
**Trainings 2023-24**

Check OAP’s [Training Calendar](#) for future training opportunities.

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<tr>
<td>Jan 17</td>
<td>Welcome New Administrators</td>
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<tr>
<td>Feb 21</td>
<td>Recruitment</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Quarterly Administrators Forum</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Retirement/Emeritus/Reemployment Policies</td>
</tr>
<tr>
<td>May 15</td>
<td>Spring Cleaning: Data Clean Up</td>
</tr>
<tr>
<td>Jun 12</td>
<td>Quarterly Administrators Forum</td>
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**Visa Related Trainings**

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<tbody>
<tr>
<td>Jan 19, Feb 16, Mar 15, Apr 19, May 17 and June 21</td>
<td>Orientation for Employment-based Visa Holders</td>
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<tr>
<td>Dec 18</td>
<td>H1-B Advanced</td>
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<tr>
<td>Jan 24</td>
<td>J-1 Visitor Exchange Basics</td>
</tr>
<tr>
<td>Mar 20</td>
<td>Permanent Residence for Faculty</td>
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Questions?
Thanks for attending!