

Administrators Forum

December 13, 2023



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

acadpers@uw.edu | <http://ap.washington.edu/>



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

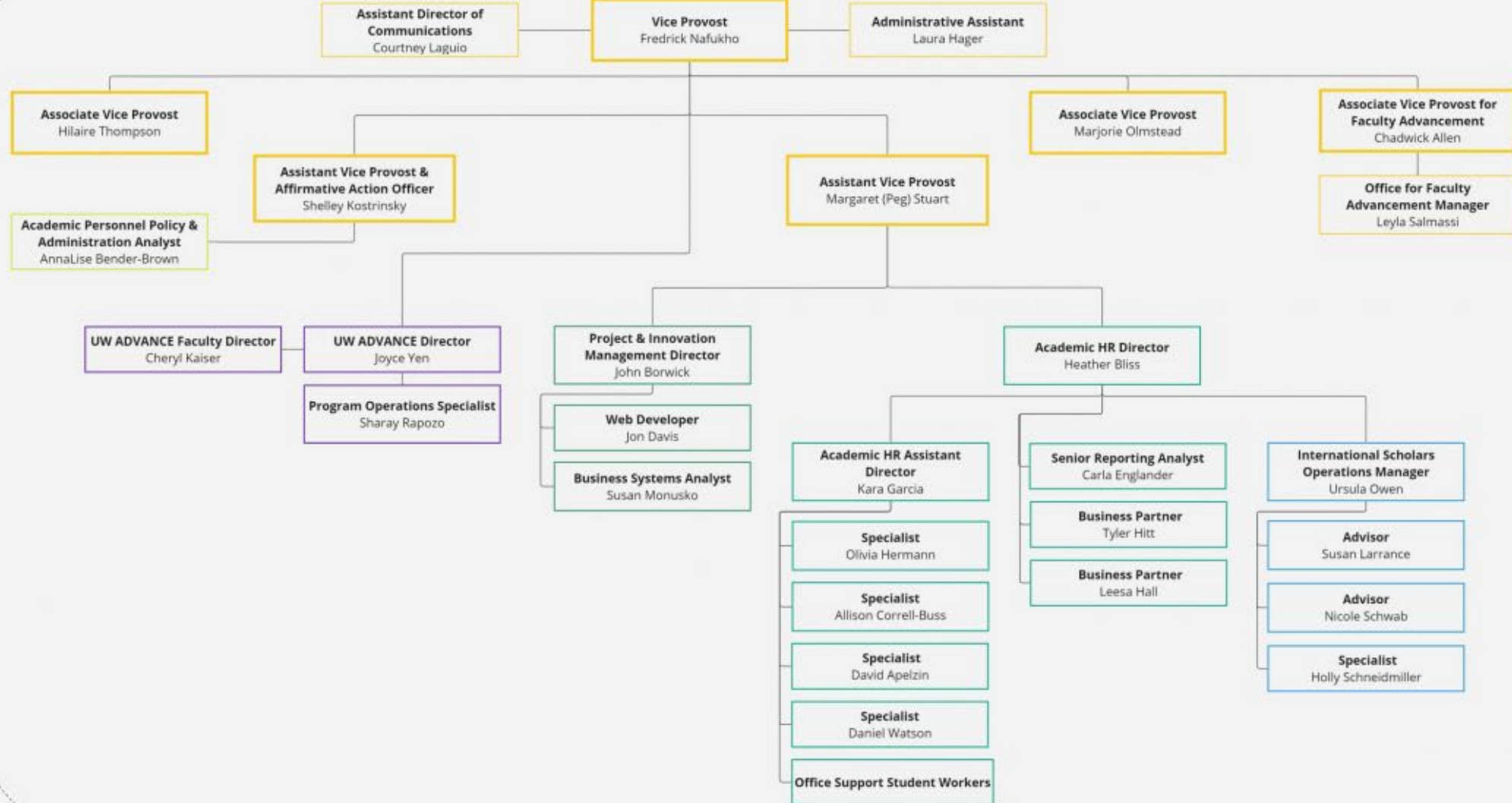
New OAP Team Members

Welcome!

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

Check out our [org chart](#) and [contacts](#) page for more information.

Office of Academic Personnel



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

New Vision

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.

Old Vision

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.

We Value

Collaboration: Establishing productive working relationships

Excellence: Continuous improvement in service we deliver

Innovation: Transforming novel ideas into practical solutions

Diversity: Creating a safe and inclusive environment

Respect: Promoting a work environment that values listening, encouragement, and trust

Service: Focusing on delivering value

Integrity: Holding ourselves accountable for our words and actions

5-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](#)

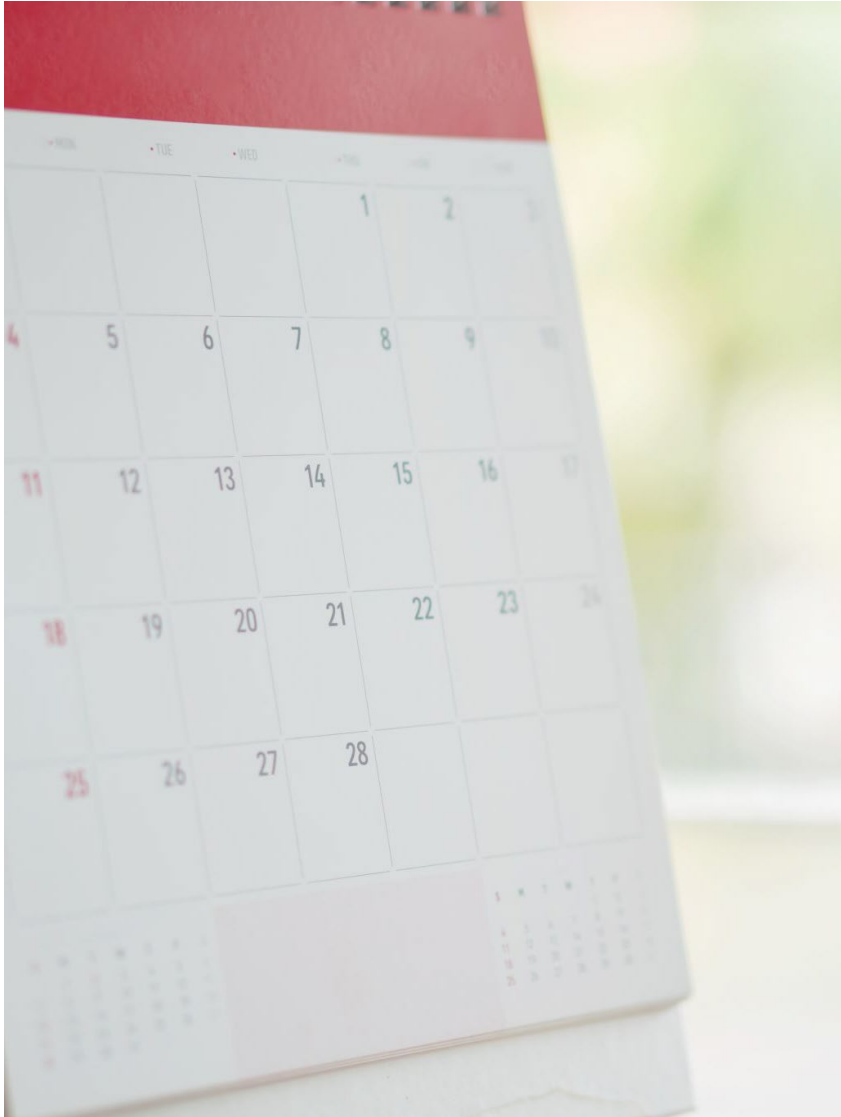


Contact your [Academic HR Specialist](#)



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



[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

Key Due Dates on the Horizon

Remember to frequently review the OAP's **Due Dates Calendar**

Dec 15 Return Autumn Quarter Sabbaticals

Dec 15 Notify 9-month Faculty of Reappointment Decision

Dec 15 Submit Mandatory Faculty Promotion/Tenure

Dec 16 Winter Quarter Sabbatical begins

Dec 30 Notify 12-month Faculty of Reappointment Decision

Dec 31 Close recruitments opened July-December 2022

Jan 12 Deadline to Apply for Sabbatical

Jan 19 Submit 'Winter' Spreadsheets for Reappointments

Feb 1 Submit H Visa Requests for September starts

Feb 2 Submit Non-mandatory Faculty Promotion/Tenure

Mar 1 Submit Clinical and Affiliate Faculty Promotion Record

Mar 13 Spring Administrators Forum

Mar 15 Notify 1st Yr. 9-month Faculty of Reappointment Decision

Mar 15 Return Winter Quarter Sabbaticals

Mar 15 Submit 'Spring' Spreadsheets for Reappointments

Upcoming Training Dates

Trainings 2023-24

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

Jan 17	Welcome New Administrators
Feb 21	Recruitment
Mar 13	Quarterly Administrators Forum
Apr 17	Retirement/Emeritus/Reemployment Policies
May 15	Spring Cleaning: Data Clean Up
Jun 12	Quarterly Administrators Forum

Visa Related Trainings

Orientation for Employment-based Visa Holders	
Jan 19, Feb 16, Mar 15, Apr 19, May 17 and June 21	
Dec 18	H1-B Advanced
Jan 24	J-1 Visitor Exchange Basics
Mar 20	Permanent Residence for Faculty

Questions?



Thanks for
attending!