

April 6, 2022

Spring Cleaning 2022

Academic Data Issues & Business Impacts



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

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

Bonus Content: Academic Review

(formerly “Second Year Review”)

Business Process Basics

Code Resources

[Faculty Code Section 24-41](#)

[Faculty Code Section 25-32D](#)

[Librarian Personnel Code](#)

[Chapter II, Section A, Part 2-D](#)

Reports to Determine Eligibility

R0353.2: Academics with
Approaching Academic Review
Date

R0353.2 Report Inclusion Criteria

Currently active
academic appointment

Academic
appointment has
not been ended

Appointment end
date in specified
date range

Hire date within a
specified date range

Not in a terminal
year

No leaves entered

Appointment in a
clock managed
academic rank

Academic review
date in a specified
date range

Appointment identifier is
not "A - Administrative"

For R0353.2 Academics with Approaching Academic Review Date, which of the following are used to determine who appears in the report output

R0353.2 Report Inclusion Criteria

Currently active
academic appointment

Academic
appointment has
not been ended

Appointment end
date in specified
date range

Hire date within a
specified date range

Not in a terminal
year

No leaves entered

Academic review
date in a specified
date range

Appointment in a
clock managed
academic rank

Appointment identifier is
not "A – Administrative"

Correct answers:

- Currently active academic appointment
- Appointment in a clock managed academic rank
- Appointment identifier is not "A – Administrative"
- Academic review date in a specified date range
- Appointment end date in specified date range
- Academic appointment has not been ended
- Not in a terminal year

Data Needed for the Process

Position(s) in the 01-Academic Personnel job family group

Primary academic appointment

- Must correspond to job profile(s)

Secondary academic appointment(s)

- Must be valid for primary academic rank

Additional data may be required at the unit level

Related Audit Reports

R0568: Appointments Missing Academic Review Dates

- Affects output of R0353.2

R0343: Appointments with Invalid Appointment Identifiers

- Affects output of R0353.2

R0630: Invalid Appointment End Date Audit

R0612: Academic Appointees without Active Positions

R0469: Academic Workers without Primary Academic Appointments

R0650: Academic Personnel with an Invalid Primary Academic Rank

Audit Reports in Context

Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0343: Appointments with Invalid Appointment Identifiers		✓	✓	
R0361: Expired & Expiring Academic Appointments	✓	✓	✓	
R0469: Academic Workers without Primary Academic Appointments	✓	✓	✓	
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0630: Invalid Appointment End Date Audit	✓	✓	✓	
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓	✓	✓	
R0658: Appointments Missing Academic Review Dates			✓	

Dates to Consider

June 15: Decisions for 9-month faculty must be entered in Workday

June 30: Decisions for 12-month faculty must be entered in Workday

June 30: Decisions for librarians must be entered in Workday

- Librarian review period begins October 1 (per Librarian Personnel Code)

When does your dean's/chancellor's office want materials for each year's candidates?

When does your unit start the review process?

Bonus Content: Summer Hiatus

Business Process Basics

Process Overview

Leave type for 9-month faculty and AFT Extension Lecturers which does the following:

- Halts pay
- Triggers changes in how benefits deductions are taken

Reports to Determine Eligibility

R0047: Summer Hiatus Audit

R0047 Report Inclusion Criteria

Position start date before a specified date	Position in the 01-Academic Personnel job family group	Appointment has the "P – Primary" identifier
Currently active academic appointment	No position end date	
Position not in a specified list of job profiles	9 month service period	Position end date on or after a specified date
	Appointment end date in specified date range	Not on leave

For R0047 Summer Hiatus Audit, which of the following are used to determine who appears in the report output

R0047 Report Inclusion Criteria

Position start date before a specified date

Position in the 01-Academic Personnel job family group

Appointment has the "P – Primary" identifier

Currently active academic appointment

No position end date

9 month service period

Position not in a specified list of job profiles

Position end date on or after a specified date

Appointment end date in specified date range

Not on leave

Correct answers:

- Position start date before a specified date
- Position not in certain job profiles
- Position in the 01-Academic Personnel job family group
- Position end date on or after a specified date
- No position end date
- 9 month service period
- Not on leave during specified date range

Data Needed for the Process

Output from R0047: Summer Hiatus Audit

Additional data as determined at the unit level

Related Audit Reports

R0623: Academic Positions with Invalid Service Periods

- Affects output of R0047 inclusion

R0612: Academic Appointees without Active Positions

R0663: Invalid Academic Position End Dates

R0321: Upcoming End Employment Dates

Audit Reports in Context

Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0321: Upcoming End Employment Dates	✓			✓
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0623: Academic Positions with Invalid Service Periods				✓
R0663: Invalid Academic Position End Dates	✓	✓		✓

Dates to Consider

Late May: Data files are due to the ISC

- “full” Summer Hiatus leaves only

Early June: Leaves must be validated by units

When does your dean's/chancellor's office want materials related to each year's Summer Hiatus?

When does your unit start working on Summer Hiatus?

AY2021-22 dates:

- 5/27/2022: file due to the ISC
- 6/4/2022: validations must be complete

Do not add people to R0047 output – if they aren't included in the report output, they aren't eligible

Bonus Content: Action Items

Objectives

Connect data issues with the business processes they impact

- Workday reports that support business processes
- Data issues that prevent inclusion in Workday reports
- Workday audit reports that identify who is impacted by data issues

Identify when audit reports should be run to maximize benefit

- When are deliverables due to OAP/ISC?
- When are local decisions made?
- When are deliverables due locally?
- How much time is needed to resolve issues?

As a reminder....

Identify

Which process/issues are the highest priority for your unit?

- Most common data issue
- Most time consuming process
- Most visible process
- Biggest pain point

Assess

What are the workflows in your unit?

- Where can you add a review to ensure complete & correct data entry?
- Where can you add audit reports into the flow?
- How much time do you need to address issues identified by audits?
- What other processes and activities do you need to accommodate?

Thank
you!!!



Report	Reappointments	P&T	Academic Review	Summer Hiatus
R0321: Upcoming End Employment Dates	✓			✓
R0343: Appointments with Invalid Appointment Identifiers		✓	✓	
R0361: Expired & Expiring Academic Appointments	✓	✓	✓	
R0469: Academic Workers without Primary Academic Appointments	✓	✓	✓	
R0612: Academic Appointees without Active Positions	✓	✓	✓	✓
R0623: Academic Positions with Invalid Service Periods				✓
R0630: Invalid Appointment End Date Audit	✓	✓	✓	
R0650: Academic Personnel with an Invalid Primary Academic Rank	✓	✓	✓	
R0658: Appointments Missing Academic Review Dates			✓	
R0663: Invalid Academic Position End Dates	✓	✓		✓
R0686: Waiver Year Actions without Waiver Year Entries		✓		
R0689: Academic Personnel Missing Education History Entries		✓		
R0707: Academic FTE/Roster Percent/Tenure Value Audit		✓		
R0721: Secondary Appointments with Invalid Ranks	✓	✓		