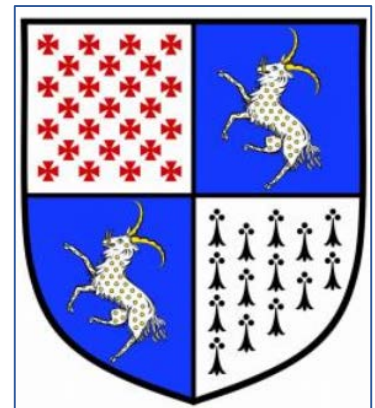


Office of Faculty Administrative Services (OFAS)

Information Session for Faculty of Arts and Sciences (FAS) Faculty Appointments Administrators

January 26, 2018



FAS Coat of Arms

Annual Faculty Activity Report Process

Demo of new Course and Committee Reporting Tool

Update on Faculty Leave Requests for Academic
Year 2018-19

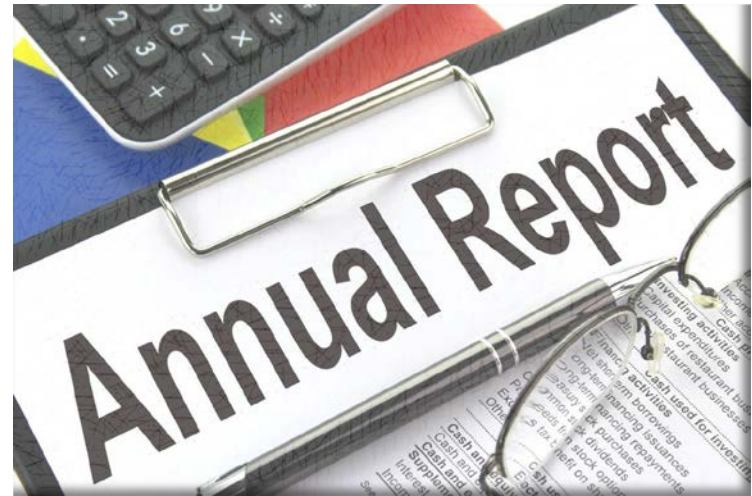
Clarification of Administrative Processes specific to
the Faculty of Arts and Sciences (FAS)

Annual Faculty Activity Report Process

Annually...

To be considered for a merit increase, all ladder faculty and multi-year instructional faculty are required to submit a Faculty Activity Report (FAR).

In past years, these reports as well as other documents were uploaded to SharePoint.

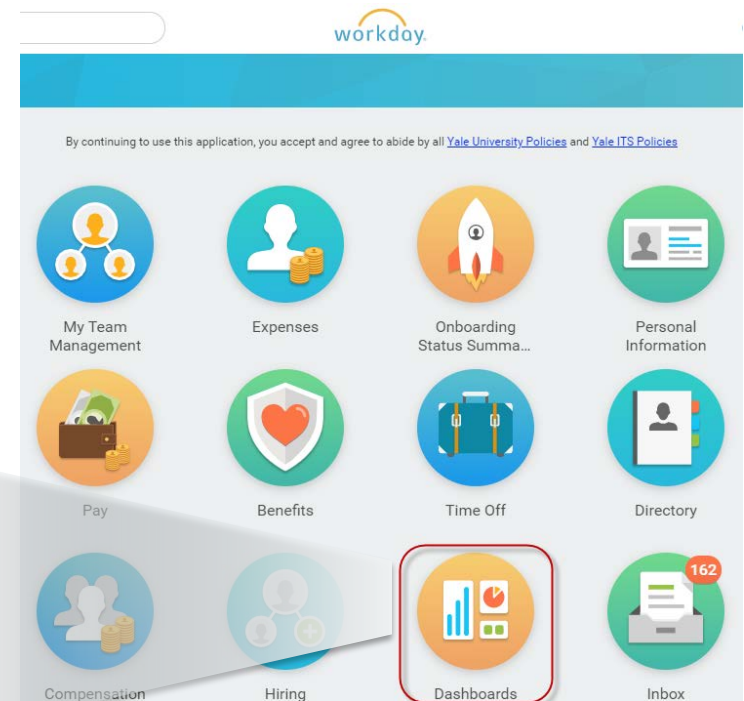


FARs 2017 submission process:

- In November, faculty received the first message from Dean Tamar Gendler with instructions.
 - [Ladder memo](#)
 - [Instructional faculty memo](#)
- Faculty were asked to complete a Faculty Activity Report form.
 - Different form for ladder and instructional due to differing activities
- Faculty uploaded forms along with copy of current CV to Workday.
- Questions and concerns: Faculty were directed to Nicole Gilmore (nicole.gilmore@yale.edu) in the FAS Dean's Office.

Viewing FARs:

- Department chairs and deans can view reports and CVs as soon as they are uploaded to Workday.
- Instructions for viewing are online at:
 - Guide: <https://workday.training.yale.edu/system/files/academic-faculty-activity-report.pdf>
 - View video: <http://workday.preview.yale.edu/WBT-Faculty-Activity-Report/>



Other supporting documents for annual review :

- ✓ To be sent via email from Mary Magri, FAS Lead Administrator
 - Course/teaching history for the past 5 years
 - Committee memberships for the past 5 years – Only memberships on President, Provostial, and Yale College committees
 - Sponsored research (grants/awards) activity in 2017

- ✓ Appointment history
 - Workday report, [Academic - View Appointment History - Yale](#)

- ✓ Leave history
 - Previously provided in chair packets
 - Workday report, [Academic - Ladder Faculty Leaves By Term - Yale](#)



Questions or problems with access:

Nicole Gilmore (nicole.gilmore@yale.edu)
in the FAS Dean's Office

or

Alexa Schlieker (alexa.schlieker@yale.edu)

New Course and Committee Database

Fall 2013 - Faculty Information System (FIS) became available

- Oracle-based report tool
- Provided access to *history of faculty appointments, leaves, teaching, and certain committee memberships*

7/1/15 – Workday became the official source for history of *faculty appointments and leaves.*

7/1/17 – Roll out of Workday financials

- Oracle will be sunset
- Need access to history of *teaching, and certain committee memberships*



January 2018:

New online report using Tableau to access Course Information and Committee Memberships

- Available at <https://bi.analytics.yale.edu/#/site/OFAS/projects/482/views>

Information sources:

- **Courses** – Banner, official course registration system
- **Committees** – Yale system used by the Provost's, Yale College, and President's Offices



All faculty appointments administrators will have access to this reporting tool.

Discrepancies in the report information:

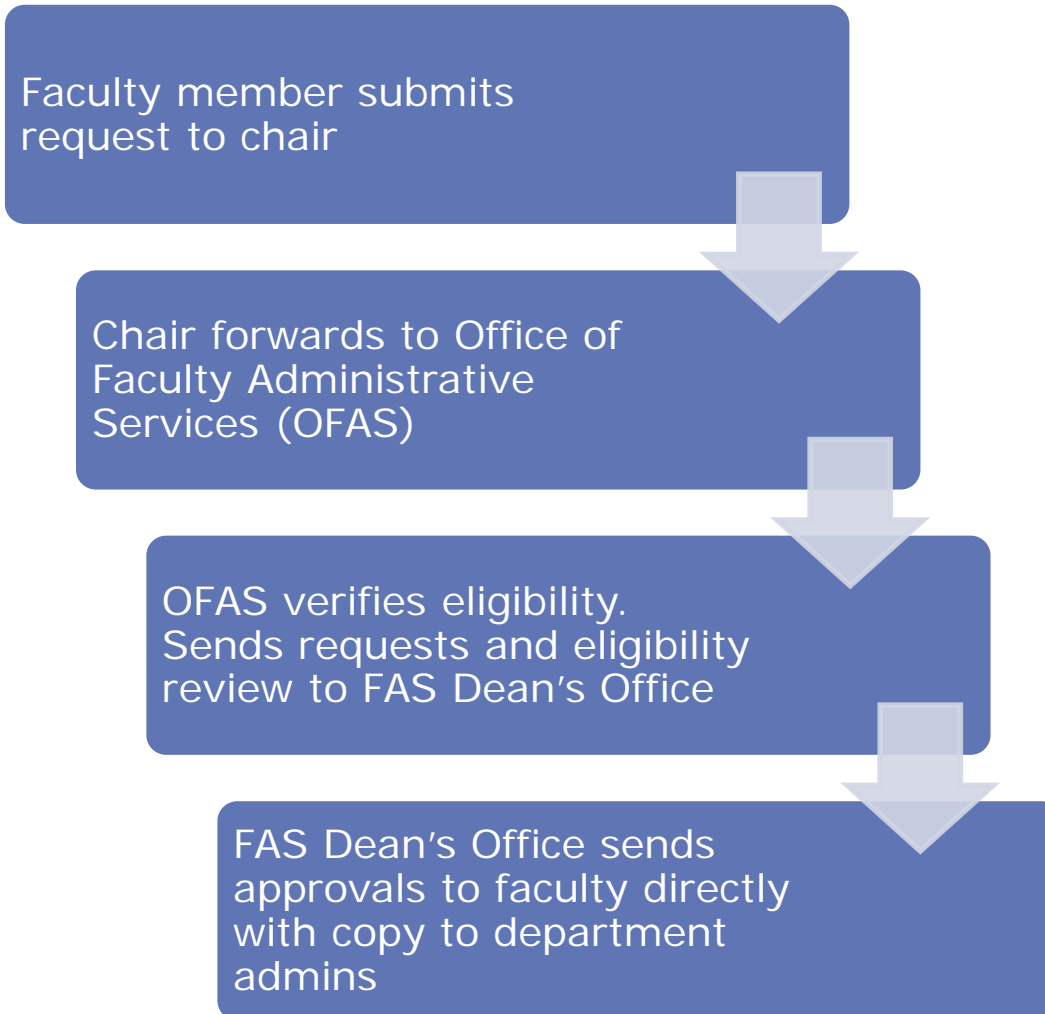
- **Courses** – Your department registrar
- **Committees** – Either the Provost's, Yale College, and President's Offices, depending on the committee

Questions or problems with functionality:

- faculty.admin@yale.edu

Update on Faculty Leave Requests

Basic procedure for academic leaves:



FAS leave approval processing

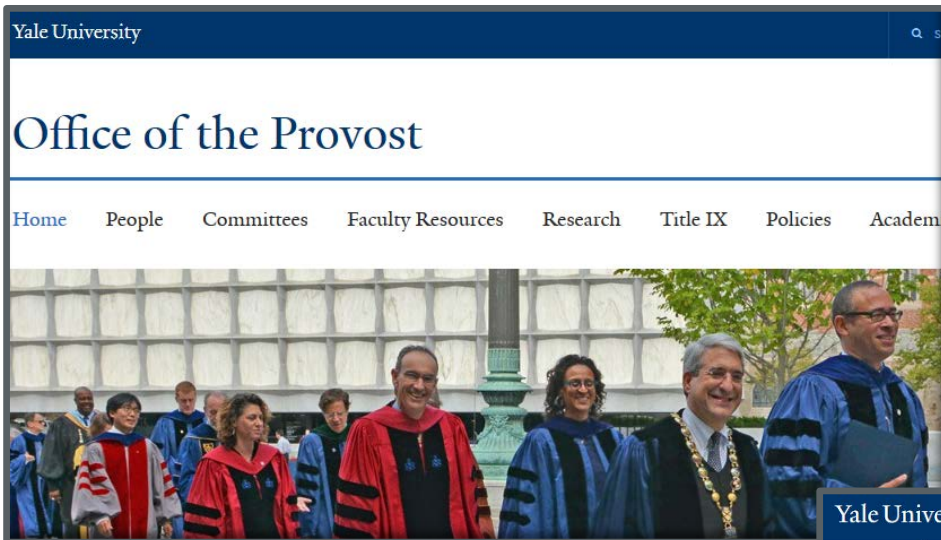
- ✓ Leaves requests are currently being reviewed for eligibility
- ✓ Early February: FAS Deans will send approvals via email to
 - ✓ Faculty member
 - ✓ Cc: chair, chair assistant, and operations manager
- ✓ Upon receipt of approval, chair's assistant enters leave in Workday
 - ✓ Reference Workday Training Guide: [Leave of Absence: Absence/Relief Time – Academic \(Time Off\)](#)
 - Note: Workday process is a 2 step process for the initiator and 2 steps for Business Partner approval
- ✓ Faculty Affairs staff approves leave in Workday
- ✓ Cost Center Costing Allocation Specialist updates costing if needed



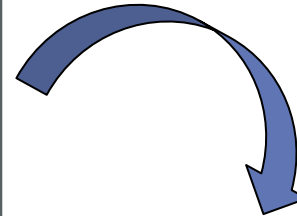
**Questions or to report changes to leaves,
including cancellations:**

faculty.admin@yale.edu

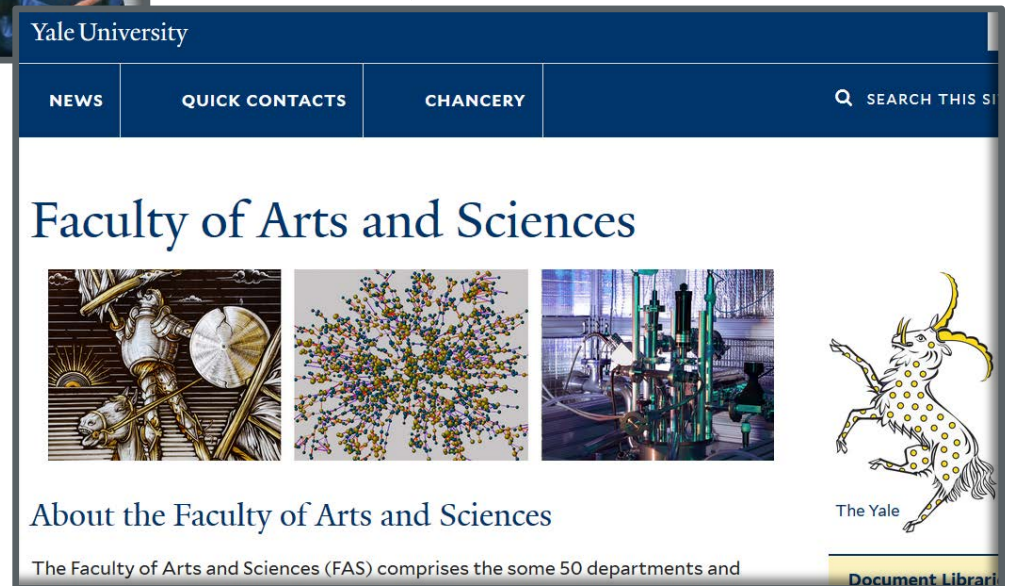
Clarification of Administrative Processes



Prior to July 1, 2014, the FAS Department Chairs reported to the Provost's Office.



In July 1, 2014, the (FAS) Dean's Office was created, and chairs began reporting to the FAS deans.



All FAS departments and programs report to the FAS Dean's Office and must adhere to the policies and procedures established by that office.

Faculty Administrative Services supports the systems used in the faculty appointment process, and provides assistance with policy interpretation as stated in the Faculty Handbook for all schools.

Examples of Roles and Responsibilities

FAS Dean's Office	Faculty Admin Services
Approves searches, ads, and establishes procedures	Supports Interfolio Faculty Search module
Establishes policies and procedures for tenure reviews	Supports Interfolio Promotion and Review module
Creates official offer letters for appointees	Supports Workday and approves transactions
Establishes required documents for faculty files	Gathers required documents and creates faculty files

Supporting Documentation

✓ Refer to [FAS Chart of Required Documents](#)

✓ Fully executed letter from a Dean

1. *Description of Work, including*

a) Appointment rank

b) Academic unit

2. *Dates – Start and End*

3. *Compensation amount, if any*

✓ If Compensation, [Faculty Compensation Approval Form](#)

- *Amount* must match the amount in accompanying letter

- *Dates* must match those in the letter

YALE UNIVERSITY Office of Faculty Administrative Services

Faculty of Arts and Sciences - Chart of required documents for faculty appointments, promotions, and reappointments
Please submit all documents to faculty.admin@yale.edu.

LADDER FACULTY (tenure or tenure-track faculty) Primary or Joint Appointments

Rank	Initial Faculty Appointment	Reappointment	Promotion
<ul style="list-style-type: none"> Professor Associate Professor with tenure Associate Professor on Term 	Guide: Hire Faculty Process • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate	No reappointments	Guide: Academic Managing Appointments
<ul style="list-style-type: none"> Assistant Professor 	Guide: Hire Faculty Process • Department Faculty Vote • Verification of PhD received from degree-granting institution • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate • Full CV	Guide: Academic Managing Appointments • Letter of evaluation from Chair to candidate • Department Faculty Vote • Full CV	Guide: Academic Managing Appointments • Verification of PhD received from degree-granting institution • Full CV
<ul style="list-style-type: none"> Lecturer Convertible 	Guide: Hire Faculty Process • Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate • Full CV	NOTE: Only allowed one single-year reappointment after the initial appointment. Guide: Academic Managing Appointments • Letter of evaluation from the Chair	No promotions

Secondary Appointments (Ladder faculty)

Special Notes:
 1) The term may only be up to the end date of the primary appointment, but no longer than 5 years (including full, tenured professors).
 2) You will need to obtain approval from the primary department or school prior to submitting this appointment in Workday.

	Tenured	Non-Tenured
Guide: Academic Managing Appointments	Guide: Academic Managing Appointments • Chair Letter Reason for Appointment – completed by the chair of the secondary dept • Secondary Appointment Form	Guide: Academic Managing Appointments • Chair Letter Reason for Reappointment – completed by the chair of the department in which the secondary appointment will reside
		Guide: Academic Managing Appointments If a faculty member is promoted, the secondary appointment(s) should be changed at the same time.



Questions regarding policies and procedures:

fas.dean@yale.edu

Questions regarding system support or access:

faculty.admin@yale.edu