

Office of Faculty Administrative Services (OFAS)

Monthly Information Session

November 10, 2017





Faculty Leaves

- Types and Eligibility
- Policies
- Procedures

Annual Faculty Activity Reports

Yale

Deadlines to submit transactions for processing, includes supporting documents and entry into Workday, to allow time to obtain approvals from the Offices of the FAS Dean and the Provost

- FAS 9th of every month
- Professional schools 15th of every month
- Processing priority is given to items due in the current month or earlier

• Transactions in Workday that are more than 1 month old and missing supporting documents may be sent back.







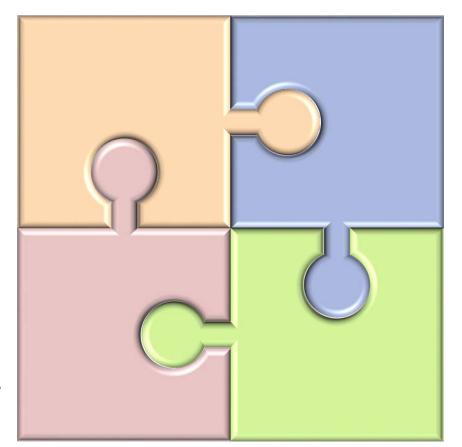
OFAS Administrative Procedures Model

For additional information, refer to the <u>Administrative Processes</u> page on the OFAS website.

External Processes –

Obtaining approval, Search, Promotion Review, Hire, Send offer letter, etc.

Submit all documentation to <u>faculty.admin@</u> <u>yale.edu</u> and receive ticket number for tracking.



Documentation –

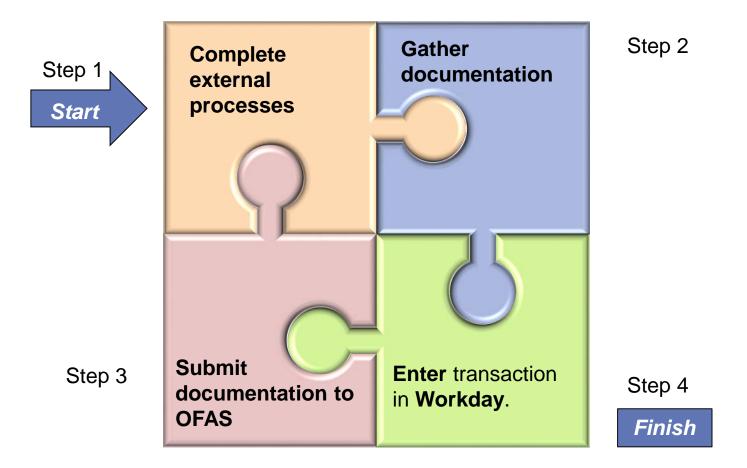
Charging Instructions (if compensation), Signed Offer Letter, recommendation letters, CV, etc.

Submit transaction in Workday.



OFAS Administrative Procedures Model

For additional information, refer to the <u>Administrative Processes</u> page on the OFAS website.





Supporting Documentation

- Fully executed letter from a Dean or Director containing
 - 1. Description of Work, including
 - a) Appointment rank
 - b) Academic unit
 - 2. Dates Start and End
 - 3. Compensation amount, if any

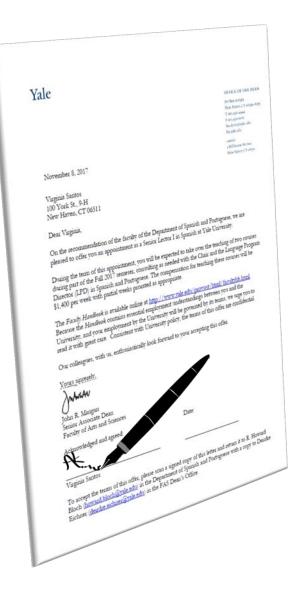


- If Compensation, <u>Faculty Compensation Approval</u> <u>Form</u>
 - *Amount* must match the amount in accompanying letter
 - *Dates* must match those in the letter
- ✓ If FAS, refer to <u>FAS Chart of Required Documents</u>

Supporting Documentation (additional information)

Fully Executed = All who need to sign have signed

If the offer letter has a *signature line* for the faculty member to sign to accept the offer, you must send the signed version.



Supporting Documentation (additional information)

Paying faculty in other units

Send to Supervisory Org of faculty member *in addition* to sending to OFAS (<u>faculty.admin@yale.edu</u>).

	Note: Pleas	e download and	save this form	locally before con	npleting.		
Yale					LTY COMPENSATI		
Services (OFAS) Provost's Office	at faculty.adming and/or FAS Dean'	yale.edu. This fo s Office, as appro	priate. This is al	so used for commun	to the Office of Facul ary approvals of the o vicating additional co c/facultyadmin.yale.o	ompensation from mpensation plans	s to the
Prepared by:					Date:		
Dept:					Phone:		_
1. FACULTY INF	ORMATION (shoul	d match Workday)				
Last Name:				First Name:			
Position/Rank:				Employee # or Netl	D (if one exists):		
	anization Name (P	rimary Dept 1:					
	mber in your supe		on? Yes	No*			
If not, this form w	fl need to be authorized	ed by the Business Ad	Initiatizator for your		o the faculty member's su		
entry into Workda the appropriate no	 Please provide the sion for this compension 	n with the supporting silon into Workday.	g documentation and In addition, be sure i	enough information in 1 to complete tiern 3 below	the "Additional informati , Costing Allocation.	on' has below in orde	r to enter
Secondary Busin	ess Administrator				Name:		
		Signature		Date			
2. COMPENSATI	ON INFORMATION	i (for this transact	tion only)				
Reason:				•	FTE % time (-sch	eduled hrs/40):	
Effective start da	te for this comper	isation:	End (sto	p) date:			
Compensation a	mount (total of thi	s transaction only	/): \$	Note: This should	d match the amount on th	e nationitive documen	fallen.
Additional Inform	ation						
3. COSTING ALL							
Costing Allocation Center Payroll Co	n information is only sting Specialist for th	required if faculty r to faculty member's	nember is not in yo supervisory organ	ur supervisory organiz ization.	ation. This information	will be entered by t	he Cost
Funding (SR, SE, SS, or YD)	Cost Center	Program	Project	Assignee	Start Date mm/dd/yyyyy	End Date mm/dd/yyyy	Alloc(%)
							+ +
						must total 100%	0.00
Final Authorizati FAS Dean's Office				Provosta Office			
rea peers ond				Province Office			
Name		Date		Name		Date	
Office of Faculty A	dministrative Servi	ces use only					
Notes:							
Reviewed by:			A	pproved in WD by:			
	Name	Date			Name	Date	
			Verify and P	Print Form			
11/0/17		Submit completed	forms, or ask question	s, by enailing faculty admi	in@yale.edu		

Faculty Compensation Approval Form

Workday change to ladder faculty appointments

- For FAS term faculty, i.e. rank is either Assistant Professor or Associate Professor on Term
 - Need to add Academic Review Date which is within 2 years of Term End Date

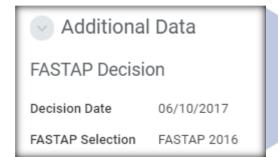
Additional Appo	intment Information
Adjusted Title Start Date	(empty)
Academic Review Date	07/01/2020
Track Start Date (Override)	(empty)

Academic Appointee	Levine, Naomi Grierson									
Start Date	07/01/2017	Tenur	e Information							
Academic Unit	English	Track Is Tenu	re Eligible Yes							
Employment Position	P256493 Assistant Professor - Levine, Naomi Grierson	Tenure Home English								
Appointment In	formation	Tenure Status Tenure Track								
Track	P - Primary - English - Assistant Professor	Probationary	End Date 06/30/2025							
Track Type	FASTAP 2016	Tenure Award	Date (empty)							
Track Type Category	Ladder									
Reason	Update Academic Appointment > Change of Appointment Details > Appointment Additional Data		orting Information	U Y						
Rank	Assistant Professor	Academic Track Type		Title						
Appointment Specialty	(empty)	Unit		Title	3					
Constructed Title	(empty)	English Ladder >> FASTAP 2016		Assistant Professor						
Title	Assistant Professor	4.0		_						
End Date	06/30/2022		Appointments 1 item		m					
Identifier	P - Primary									
Position Number		Academic Unit	Track Type	Title	3					
Job Profile	Assistant Professor	-								
Roster Percent	0.00%	English	Ladder >> FASTAP 2016	Assistant Professor						
Related Academic Unit	(empty)	4			,					
2000 P.	5 5 5 5 5 M	Current Posi	tions 1 item		. 🗆					
Additional A	appointment Information									
Adjusted Title Start Da	te (empty)	Supervisory	Organization	Current Position						
Academic Review Date	07/01/2020									
Track Start Date (Override) (empty)		English - Off Susan B)	ice of the Chair (Anthony,	P256493 Assistant Professor						
		4.00			,					
Additional D	Data									
FASTAP Decision										



FASTAP decisions for FAS ladder faculty

- Eligible FAS faculty chose between FASTAP 2007 and FASTAP 2016
 - Track Type Category = Ladder
 - Track Type = Ladder or FASTAP
 2016
- Decisions are being tracked on the Additional Data



Academic Appointee	Levine, Naomi Grierson				
Start Date	07/01/2017	Tenur	e Information		
Academic Unit	English	Track is Tenu	re Eligible Yes		
Employment Position	P256493 Assistant Professor - Levine, Naomi Grierson	Tenure Home English			
		Tenure Status	Term		
Appointment Inf	ormation	Tenure Track	Start Date 07/01/2017		
Track	P - Primary - English - Assistant Asfessor	Probationary	End Date 06/30/2025		
Track Type	FASTAP 2016	Tenure Award	Date (empty)		
Track Type Category	Ladder				
Reason	the data Academic Appointment > Change of	Suppo	orting Information		
	Appointment Details > Appointment Additional Data	Current App	pintments 1 item	II Y	
Rank	Assistant Professor	Academic	Track Type	Title	s
Appointment Specialty	(empty)	Unit	таск туре	The	5
Constructed Title	(empty)	English	Ladder >> FASTAP 2016	Assistant Professor	0
Title	Assistant Professor	1.0			
End Date	06/30/2022	Future Dated Appointments 1 item		D 9	Π.
Identifier	P - Primary				
Position Number	P256493	Academic Unit	Track Type	Title	\$
Job Profile	Assistant Professor	-	Ladder >> FASTAP 2016	Assistant Professor	0
Roster Percent	0.00%	English	Ladder >> FASTAP 2016	Assistant Professor	0
Related Academic Unit	(empty)	4			•
2000 M	11 10 100.02 100	Current Posi	tions 1 item	🖾 🏱 II	
Additional Application Appl	opointment Information				
Adjusted Title Start Date	e (empty)	Supervisory	Organization	Current Position	
Academic Review Date	07/01/2020				
Track Start Date (Overric	de) (empty)	English - Off Susan B)	ice of the Chair (Anthony,	P256493 Assistant Professor	
		4.0			•
Additional Data	ata				
FASTAP Decision					

Info session presentations are available online at <u>http://facultyadmin.yale.edu/monthly-</u> <u>information-session-presentations</u>

OFAS Training sessions

- Posted on OFAS calendar
- TMS for registration

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FACULTY LEAVES: TYPES AND ELIGIBILITY



Definitions

Leave = Time away from <u>all</u> duties.

Teaching Relief = Only excused from teaching. All other duties must be met to the extent possible.

Work Reduction = Typical Yale work is reduced for a period of time.

Academic and Paid Leaves

- Associate Professor Leave
- Junior Faculty Fellowship
- Morse Fellowship
- Professional Development Non-Ladder
- Reappointment Leave (New)
- Research Faculty Parental
- Faculty Sabbatical
- Senior Faculty Fellowship
- Special Non-Ladder Leave
- Faculty Special
- Faculty Special Triennial
- Faculty Triennial

Teaching Relief/ Work Reduction

- Faculty Short-Term Medical Disability
- Phased Retirement
 Work Reduction
- Secondment
- Teaching Relief Child Rearing

Unpaid Leaves

- Caregiver (FMLA only)
- Child-Rearing
- Military
- Public Service
- Leave WO Salary

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Academic Leaves











Most Common Academic Leaves

Leave Type	Eligible ranks	Notes
Triennial (TLA)	Professors and Assoc Prof, tenured only	One paid term after 5 terms of teaching
Junior Faculty Fellowship (JFF)	Assistant Professors	Full year paid; must submit research proposal
Morse Fellowship	Assistant Professors	Full year paid; must submit research proposal
Associate Professor Leave (APL)	Associate Professors on Term	Full year paid; must submit research proposal
Reappointment Leave	Assistant Professors	Full year paid; must submit research proposal. FASTAP 2016 only.



Less Common Academic Leaves - Paid

Leave Type	Eligible ranks	Notes
Sabbatical	Professors and Assoc Prof, tenured and adjunct	One term or full year, but only one semester of pay. If full year, may supplement income with other employment.
Special	Ladder faculty only	One term or full year, for special circumstances only.
Special Triennial	Professors and Assoc Prof, tenured only	Full year, but only one semester of pay. Must have a paid fellowship.
Senior Faculty Fellowship	Professors and Assoc Prof, tenured and adjunct	Full year. Paid amount half way between base pay for rank and actual salary.
Special Non-Ladder Leave	Non-ladder ranks	One term, for special circumstances only.



Less Common Academic Leaves - UNPAID

Leave Type	Eligible ranks	Notes
Leave WO Salary	Any ranks, appointments > 3 years and at Yale > 1 year	Benefits will be paid upon return, one month at a time
Leave WO Yale Salary	Any ranks, appointments > 3 years and at Yale > 1 year	Receives pay through Yale by outside funding.
Leave W Yale Salary	Any ranks, appointments > 3 years and at Yale > 1 year	Receives pay through Yale from special funding.

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- Faculty Short-Term
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- Military
- Public Service
- Leave WO Salary

Faculty Statuses – partial work release or reduction; NOT leaves

Status	Eligible ranks	Notes
Phased Retirement	Professors on Phased Retirement	One term for 100% or full year at 50% for each of the 3 years on Phased Retirement
Teaching Relief for Child Rearing (TRC)	Ladder faculty only	One full term. Tenure-track faculty receive a one year extension of appointment and tenure clock.
Short-term Medical Disability	Full-time teaching faculty	Need note from physician providing period of incapacitation.



FACULTY LEAVES: POLICIES



Key points...

- Leave is a *privilege*, not a right. All leave requests must be approved by the Provost's Office.
- All faculty planning to take an academic leave must submit a leave request, preferably using the form, *Request for Faculty Leave*.
 - <u>http://facultyadmin.yale.edu/resources/leaves-</u> <u>teaching-relief</u>

Including...

- Faculty taking Phased Retirement work reduction
- Junior faculty who submitted research proposals
- Deadline to submit request forms: December 1, 2017

- No faculty member may be on leave, paid or unpaid, more than 4 semesters in 7 years, unless required by law
- Maximum period of a leave is one academic year.
- Leaves cannot be taken back to back.
- The faculty member must return to full teaching and administrative duties *for at least one year prior* to taking the next leave.
 - Exception: Faculty member retiring after leave is complete
- Faculty are <u>not</u> allowed to "bank", i.e. save, leaves.
 - *Deferrals* can be requested for administrative service or to cover teaching.
- Any FAS faculty member who is successful in obtaining outside funding is eligible to receive one half of the resulting salary savings to Yale up to \$25,000 in an individual research account.



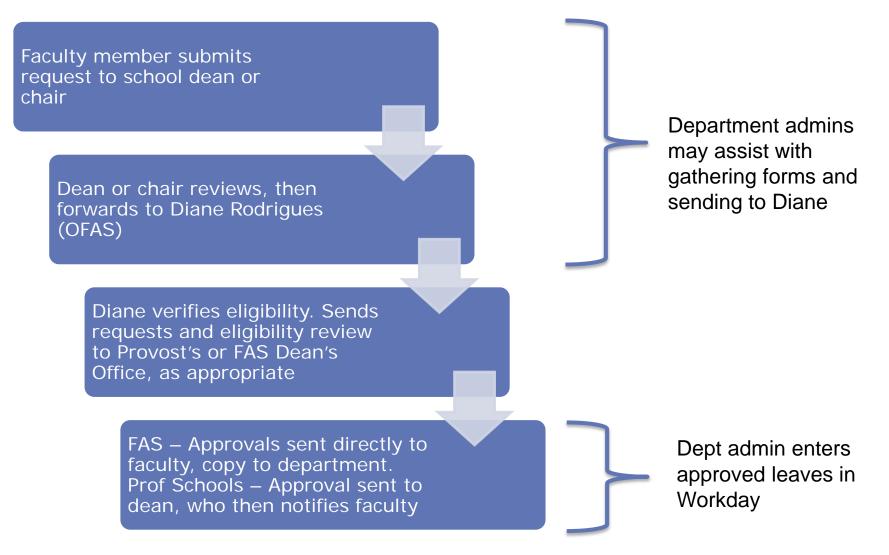
FACULTY LEAVES: PROCEDURES



Faculty leave: Procedures



Basic procedure for academic leaves:



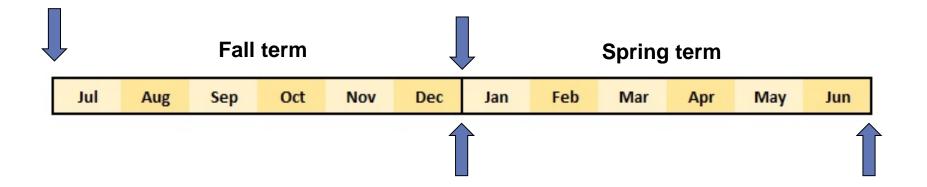
Faculty leave: Procedures



Basic procedure for academic leaves:

When entering leaves in Workday...

- As rule, all *academic leaves* span the entire term or year. That is, they *must begin on either July 1 or January 1* and *must end on either June 30 or December 31.*
- 30 days prior to the end date In Workday, a *To Do* will go out to the Academic HR Support Specialist to return the faculty member from leave.





Workday Leave Reports

Academic - Employees on Leave, by Academic Unit - Yale

Academic – Ladder Faculty Leaves By Term – Yale

Academic – Non-Ladder Faculty Leaves By Term – Yale

ademic Unit Slavic Lar	iguages and Literatures.																				
faculty Leave Report By Te	rm-Yale																				1
	Academic A	ppointments																			
Faculty Name	Rank	Appt Type	Track Start Date	Ladder start date is after 07/01/2011	Track Type	F11	SP12	F12	SP13 F	F13	SP14	F14 SI	215 F	15 S	P16	F16	\$P17	F17	SP18 F	F18 SP1	9 Approva
Alexandrov, Vladimir E	Professor Phased Retirement	Primary	07/01/1986		Ladder							TLA	1	PR				PR	TĻA		12/19/ to be c
Bojanowska, Edyta M.	Professor	Primary	07/01/2017	Yes	Ladder																
Bozovic, Marijeta	Assistant Professor	Primary	07/01/2013	Yes	FASTAP 2016								,	MOR 1	NOR		TRC				
Brunson, Molly	Associate Professor Tenure	Primary	07/01/2009		FASTAP 2016	MOR	MOR						3	APL /	PL						
Clark Katerina	Professor	Fully	07/01/1006	_	Inddat	_	TLA	_	_	_	_		-	_	-	-	_	_	TLA	_	-

For more information regarding leaves - *Faculty Handbook*, Section XVII (<u>http://www.yale.edu/provost/handbook/</u>)



ANNUAL FACULTY ACTIVITY REPORTING

Each year, FAS faculty are required to complete their annual faculty activity reports, FAR's, highlighting their most notable professional activities for the past year.

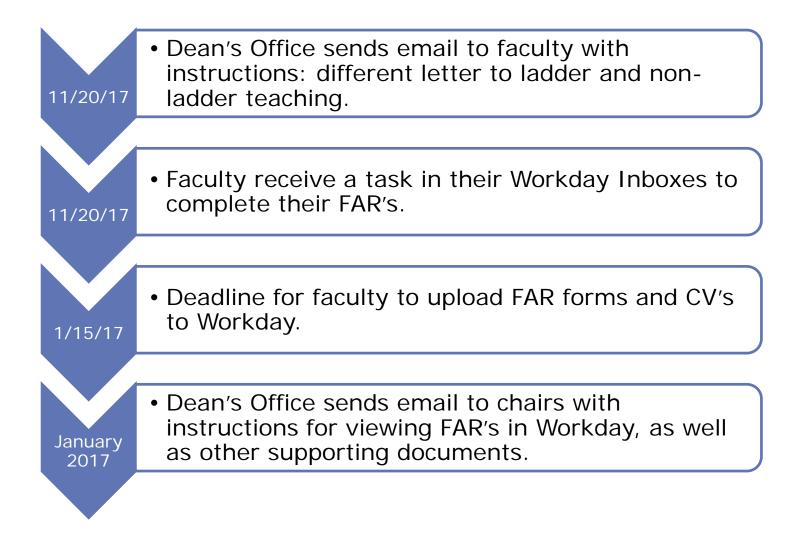


The FAR's are used by department chairs and deans when reviewing annual merit increases for faculty.

Annual Faculty Activity Reports

Yale

Timeline for 2017 FAR Process

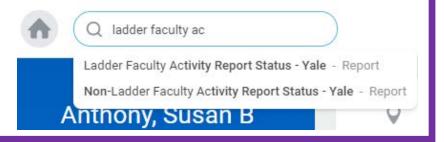


FAR's are required from the following:

- > All ladder faculty
- > All full-time, multi-year non-ladder teaching faculty
- Select non-ladder teaching faculty

Two tracking Workday reports to track submission of documents:

- Ladder Faculty Activity Report Status
- Non-Ladder Faculty Activity Report Status



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