Office of Faculty Administrative Services (OFAS)

Monthly Information Session

November 10, 2017
Reminders and Updates

Faculty Leaves
  • Types and Eligibility
  • Policies
  • Procedures

Annual Faculty Activity Reports
Reminders and Updates

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 Administrative Processes page on the OFAS website.

External Processes –
Obtaining approval, Search, PromotionReview, Hire, Send offer letter, etc.

Submit all documentation to faculty.admin@yale.edu 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 Administrative Processes page on the OFAS website.

Step 1: Complete external processes
Step 2: Gather documentation
Step 3: Submit documentation to OFAS
Step 4: Enter transaction in Workday.
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, Faculty Compensation Approval Form
  - Amount must match the amount in accompanying letter
  - Dates must match those in the letter

- If FAS, refer to FAS Chart of Required Documents
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 (faculty.admin@yale.edu).
Reminders and Updates

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 Appointment Information]

- Adjusted Title Start Date: (empty)
- Academic Review Date: 07/01/2020
- Track Start Date (Override): (empty)
Reminders and Updates

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

OFAS Training sessions
- Posted on OFAS calendar
- TMS for registration
FACULTY LEAVES:
TYPES AND ELIGIBILITY
# Faculty leave: Types and Eligibility

## Definitions
- **Leave** = Time away from all 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
<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Eligible ranks</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triennial (TLA)</td>
<td>Professors and Assoc Prof, tenured only</td>
<td>One paid term after 5 terms of teaching</td>
</tr>
<tr>
<td>Junior Faculty Fellowship (JFF)</td>
<td>Assistant Professors</td>
<td>Full year paid; must submit research proposal</td>
</tr>
<tr>
<td>Morse Fellowship</td>
<td>Assistant Professors</td>
<td>Full year paid; must submit research proposal</td>
</tr>
<tr>
<td>Associate Professor Leave (APL)</td>
<td>Associate Professors on Term</td>
<td>Full year paid; must submit research proposal</td>
</tr>
<tr>
<td>Reappointment Leave</td>
<td>Assistant Professors</td>
<td>Full year paid; must submit research proposal. FASTAP 2016 only.</td>
</tr>
</tbody>
</table>
# Faculty leave: Types and Eligibility

## Less Common Academic Leaves - Paid

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<tr>
<th>Leave Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sabbatical</td>
<td>Professors and Assoc Prof, tenured and adjunct</td>
<td>One term or full year, but only one semester of pay. If full year, may supplement income with other employment.</td>
</tr>
<tr>
<td>Special</td>
<td>Ladder faculty only</td>
<td>One term or full year, for special circumstances only.</td>
</tr>
<tr>
<td>Special Triennial</td>
<td>Professors and Assoc Prof, tenured only</td>
<td>Full year, but only one semester of pay. Must have a paid fellowship.</td>
</tr>
<tr>
<td>Senior Faculty Fellowship</td>
<td>Professors and Assoc Prof, tenured and adjunct</td>
<td>Full year. Paid amount half way between base pay for rank and actual salary.</td>
</tr>
<tr>
<td>Special Non-Ladder Leave</td>
<td>Non-ladder ranks</td>
<td>One term, for special circumstances only.</td>
</tr>
</tbody>
</table>
# Faculty leave: Types and Eligibility

## Less Common Academic Leaves - UNPAID

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<th>Notes</th>
</tr>
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<tr>
<td>Leave WO Salary</td>
<td>Any ranks, appointments &gt; 3 years and at Yale &gt; 1 year</td>
<td>Benefits will be paid upon return, one month at a time</td>
</tr>
<tr>
<td>Leave WO Yale Salary</td>
<td>Any ranks, appointments &gt; 3 years and at Yale &gt; 1 year</td>
<td>Receives pay through Yale by outside funding.</td>
</tr>
<tr>
<td>Leave W Yale Salary</td>
<td>Any ranks, appointments &gt; 3 years and at Yale &gt; 1 year</td>
<td>Receives pay through Yale from special funding.</td>
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# Faculty Statuses – partial work release or reduction; NOT leaves

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<tr>
<th>Status</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phased Retirement</td>
<td>Professors on Phased Retirement</td>
<td>One term for 100% or full year at 50% for each of the 3 years on Phased Retirement</td>
</tr>
<tr>
<td>Teaching Relief for Child Rearing (TRC)</td>
<td>Ladder faculty only</td>
<td>One full term. Tenure-track faculty receive a one year extension of appointment and tenure clock.</td>
</tr>
<tr>
<td>Short-term Medical Disability</td>
<td>Full-time teaching faculty</td>
<td>Need note from physician providing period of incapacitation.</td>
</tr>
</tbody>
</table>
FACULTY LEAVES:
Policies
Faculty leave: 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*.
  - [http://facultyadmin.yale.edu/resources/leaves-teaching-relief](http://facultyadmin.yale.edu/resources/leaves-teaching-relief)

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 not 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
Basic procedure for academic leaves:

1. Faculty member submits request to school dean or chair.
2. Dean or chair reviews, then forwards to Diane Rodrigues (OFAS).
3. Diane verifies eligibility. Sends requests and eligibility review to Provost’s or FAS Dean’s Office, as appropriate.
4. FAS – Approvals sent directly to faculty, copy to department. Prof Schools – Approval sent to dean, who then notifies faculty.
5. Department admins may assist with gathering forms and sending to Diane.
6. Dept admin enters approved leaves in Workday.
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

For more information regarding leaves - Faculty Handbook, Section XVII (http://www.yale.edu/provost/handbook/)
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.
Timeline for 2017 FAR Process

- **11/20/17**
  - Dean’s Office sends email to faculty with instructions: different letter to ladder and non-ladder teaching.

- **11/20/17**
  - Faculty receive a task in their Workday Inboxes to complete their FAR’s.

- **1/15/17**
  - Deadline for faculty to upload FAR forms and CV’s to Workday.

- **January 2017**
  - Dean’s Office sends email to chairs with instructions for viewing FAR’s in Workday, as well as other supporting documents.
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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FAS Support Contact – *Nicole Gilmore*, FAS
Dean’s Office