

Office of Faculty Administrative Services (OFAS)

Monthly Information Session

November 16, 2018

Agenda

Reminders and Updates

Appointment types

Faculty Leaves

- **Types and Eligibility**
 - **Policies**
 - **Procedures**
-

FAS Annual Faculty Activity Reports

Reminders and Updates

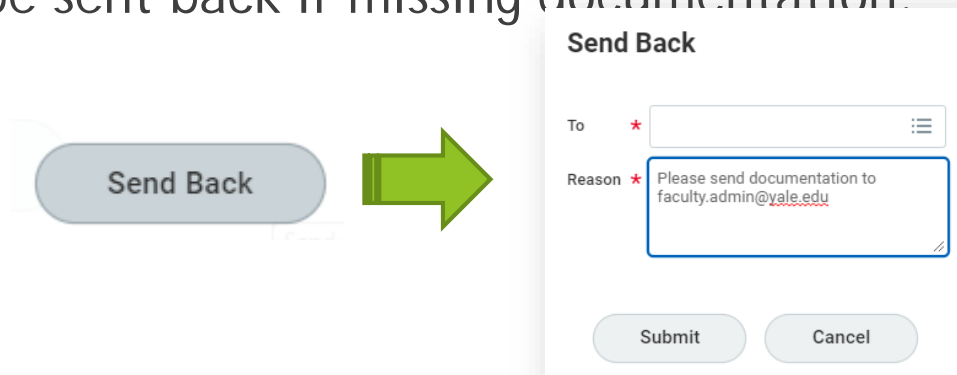
Deadlines to submit transactions -

- including 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

Transactions in Workday that are more than 1 month old may be sent back if missing documentation.



The image shows a 'Send Back' button on the left, which is a grey rounded rectangle with the text 'Send Back' in black. A large green arrow points from this button to a 'Send Back' dialog box on the right. The dialog box is white with a grey border and contains the following fields:

- To ***: A text input field with a dropdown arrow on the right.
- Reason ***: A text area containing the text 'Please send documentation to faculty.admin@yale.edu'.
- Submit**: A grey rounded button.
- Cancel**: A grey rounded button.



Reminders and Updates

Monthly info session presentations are available on OFAS website:

<http://facultyadmin.yale.edu/monthly-information-session-presentations>

OFAS Training sessions

▶ Posted on OFAS calendar:

<https://facultyadmin.yale.edu/calendar/upcoming>

▶ Register for sessions in TMS:

<https://bmsweb.med.yale.edu/tms/tmspage>



APPOINTMENT TYPES

Appointment Types

- All faculty have at least one appointment, and many have multiples
- Every appointment has an *Appointment Type*

Appointment Type

Describes the depth of the relationship with the academic unit

Appointment Type = "Identifier" in Workday

Appointment Types

Appointment Type

Describes the depth of the relationship with the academic unit.

- *Primary* and *Fully Joint* - denote a full commitment to the unit
- *Secondary* - level of commitment determined by rank and type of work
- *MP Secondary with P-Primary* - has a secondary administrative assignment
- *MP Primary with S-Secondary* - primary position is staff
- *Dual* - academic administrative appointment, e.g. dean
- *Named Professorship* - endowment funded, e.g. Sterling Professor

Appointment Type = "Identifier" in Workday

Appointment Types

Primary and *Fully Joint* - denote a full commitment to the academic unit

- All faculty employees have either a *Primary* or *Fully Joint* appointment
- *Primary* is always in the academic unit that aligns with the Supervisory Org
- *Fully Joint*
 - Primarily used for ladder faculty (tenured or tenure-track)
 - **Procedure alert:**
 - Each unit must add and maintain its own academic appointment
 - Only one department can be the Supervisory Org and maintain the employee record

Appointment Types

Secondary - level of commitment determined by rank and type of work

- **Ladder faculty** - Tenured and tenure-track faculty
 - Usually unpaid and same rank
 - Maximum term length = 5 years, and not later than primary appointment end date
 - Often referred to as “Courtesy” appointment
 - Collaborative relationship with other ladder faculty in the unit; advise and mentor graduate students; may serve on committees; may vote on academic appointments in the unit
- **Procedure alert:**
 - Use [Secondary Appointment Form](#) to gather authorizations

Appointment Types

Secondary - level of commitment determined by rank and type of work

MP Secondary with P-Primary - has a secondary administrative assignment

- *Non-Ladder faculty*
 - Paid to perform a service such as teaching
 - Maximum term length = 5 years
 - Appointment \leq Primary Appointment End Date
 - May be in same department if different rank, e.g. Lecturer appointment for Research Scientist
- *Procedure alert:*
 - Requires appointment letter and Faculty Comp Approval Form
 - FAS - Refer to *FAS Chart of Required Documents*

Appointment Types

MP Primary with S-Secondary - primary position is staff

- Employee type = Staff
- Most often the secondary is a teaching appointment
- Procedure alert:
 - Requires appointment letter and Faculty Comp Approval Form, if receiving additional comp



Dual - academic administrative appointment, e.g. dean

Named Professorship (NP) - endowment funded, e.g. Sterling Professor

- Both *Dual* and *NP* are voted by Yale Corporation
- Procedure alert:
 - Entered into Workday by Faculty Affairs upon notification from Provost's Office

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

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
- Leave WO Salary
- Leave WO Yale Salary
- Leave With Salary
- Military
- Public Service

Faculty leave: Types and Eligibility

Academic Leaves



Faculty leave: Types and Eligibility

Most Common Academic Leaves

| Leave Type | Eligible ranks | Notes |
|---------------------------------|---|--|
| Triennial (TLA) | Professors and Assoc Prof, tenured only | <ul style="list-style-type: none">• One semester paid• After 5 terms of teaching |
| Junior Faculty Fellowship (JFF) | Assistant Professors | <ul style="list-style-type: none">• Full year paid• Must submit research proposal |
| Morse Fellowship | Assistant Professors | <ul style="list-style-type: none">• Full year paid• Must submit research proposal |
| Associate Professor Leave (APL) | Associate Professors on Term | <ul style="list-style-type: none">• Full year paid• Must submit research proposal |
| Reappointment Leave | Assistant Professors in FASTAP 2016 | <ul style="list-style-type: none">• One semester paid• Must submit research proposal. |

Faculty leave: Types and Eligibility

Less Common Academic Leaves - Paid

| Leave Type | Eligible ranks | Notes |
|---------------------------|--|--|
| Sabbatical | Professors and Assoc Prof, tenured and adjunct | <ul style="list-style-type: none">• One term or full year• Only one semester of pay• If full year, may supplement income with other employment |
| Special | Ladder faculty only | <ul style="list-style-type: none">• One term or full year• Special circumstances only |
| Special Triennial | Professors and Assoc Prof, tenured only | <ul style="list-style-type: none">• Full year• Only one semester of pay• Must have a paid fellowship |
| Senior Faculty Fellowship | Professors and Assoc Prof, tenured and adjunct | <ul style="list-style-type: none">• Full year• Paid amount half way between base pay for rank and actual salary |
| Special Non-Ladder Leave | Non-ladder ranks | <ul style="list-style-type: none">• One term• Special circumstances only |

Faculty leave: Types and Eligibility

Less Common Academic Leaves - Unpaid

| Leave Type | Eligible ranks | Notes |
|----------------------|---|---|
| Leave WO Salary | <ul style="list-style-type: none">• Any ranks• Appointments > 3 years• At Yale > 1 year | Benefits premiums to be paid upon return, one month at a time |
| Leave WO Yale Salary | <ul style="list-style-type: none">• Any ranks• Appointments > 3 years• At Yale | Receives pay through Yale by outside funding |
| Leave W Yale Salary | <ul style="list-style-type: none">• Any ranks• Appointments > 3 years• At Yale | Receives pay from special funding within Yale |

Faculty leave: Types and Eligibility

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. |
| Secondment | Ladder and non-ladder instructional faculty | Mostly used for Yale-Nus and very special circumstances |

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 or FAS Dean's Office.

**All faculty requesting a leave or teaching relief must submit a leave request, preferably using the form, *Request for Faculty Leave or Teaching Relief*

<https://facultyadmin.yale.edu/resources/leaves-teaching-relief>

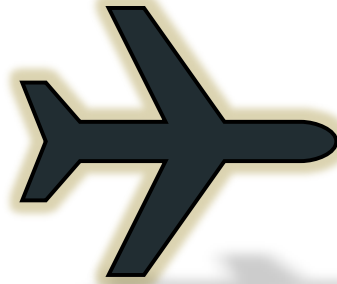
**Includes:

- Faculty on Phased Retirement to indicate work reduction
- *Tenure-track faculty* who submitted research proposals

Deadline to submit request forms: *November 30, 2018*

Faculty leave: Policies

- No more than 4 semesters of leave in 7 years
- Maximum period of a leave is one academic year
- Faculty are not allowed to “bank”, i.e. save, leaves
- Leaves cannot be taken back to back
- At least one year of on campus teaching prior to next leave
 - Exception: Faculty member retiring after leave is complete
- In 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:

NOTE: This includes tenure-track faculty who submitted research proposals

Faculty member submits leave request to school dean or chair

Dean or chair reviews, then forwards to Diane Rodrigues (OFAS)

Diane verifies eligibility. Sends requests and eligibility review to Provost's or FAS Dean's Office, as appropriate

FAS - Approvals sent directly to faculty, copy to department
Prof Schools - Approval sent to dean, who then notifies faculty

Department admins assist with gathering forms and sending to Diane

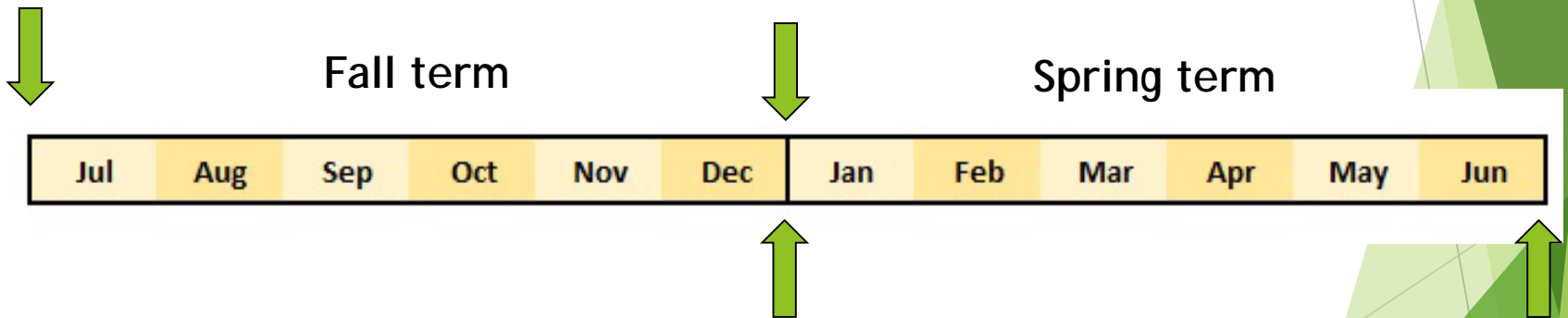
Dept admin enters approved leaves in Workday

Faculty leave: Procedures

Basic procedure for academic leaves:

When entering leaves in Workday...

- As a 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.



Faculty leave: Procedures

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

← Academic - Ladder Faculty Leaves By Term - Yale Actions

Academic Unit: Slavic Languages and Literatures

Faculty Leave Report By Term-Yale

7 items

| Faculty Name | Rank | Appt Type | Track Start Date | Ladder start date is after 07/01/2011 | Track Type | F11 | SP12 | F12 | SP13 | F13 | SP14 | F14 | SP15 | F15 | SP16 | F16 | SP17 | F17 | SP18 | F18 | SP19 | Approval | |
|------------------------|-----------------------------|-----------|------------------|---------------------------------------|-------------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|-----|------|--------------------|--|
| Alexandrov, Vladimir E | Professor Phased Retirement | Primary | 07/01/1986 | | Ladder | | | | | | | TLA | | PR | | | | | PR | TLA | | 12/19/20 to be ch. | |
| Bojanowska, Edyta M. | Professor | Primary | 07/01/2017 | Yes | Ladder | | | | | | | | | | | | | | | | | | |
| Bozovic, Marijeta | Assistant Professor | Primary | 07/01/2013 | Yes | FASTAP 2016 | | | | | | | | | MOR | MOR | | TRC | | | | | | |
| Brunson, Molly | Associate Professor Tenure | Primary | 07/01/2009 | | FASTAP 2016 | MOR | MOR | | | | | | | APL | APL | | | | | | | | |
| Clark, Katrina | Professor | Primary | 07/01/1986 | | Ladder | | | | | | | | TLA | | | | | | | | | | |

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

FAS ANNUAL FACULTY ACTIVITY REPORTING

Annual Faculty Activity Reports

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

Timeline for 2018 FAR Process

11/20/18

- Dean's Office sends email to faculty with instructions: different letter to ladder and non-ladder teaching.

11/20/18

- Faculty receive a task in their Workday Inboxes to complete their FAR's.

1/18/18

- Deadline for faculty to upload FAR forms and CV's to Workday.

January
2018

- Dean's Office sends email to chairs with instructions for viewing FAR's in Workday, as well as other supporting documents.

Annual Faculty Activity Reports

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 Workday reports to track submission of documents:

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



FAS Support Contact - *Sara O'Bryan*
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