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.
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** - endowed chair, 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 <= 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)* - endowed chair, 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

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Eligible ranks</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Triennial (TLA)                   | Professors and Assoc Prof, tenured only       | • One semester paid  
• 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 in FASTAP 2016           | • One semester paid  
• Must submit research proposal                                         |
## Less Common Academic Leaves - Paid

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Eligible ranks</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **Sabbatical**           | Professors and Assoc Prof, tenured and adjunct       | • One term or full year  
                          |                                                                      | • Only one semester of pay  
                          |                                                                      | • If full year, may supplement income with other employment          |
| **Special**              | Ladder faculty only                                 | • One term or full year  
                          |                                                                      | • Special circumstances only                                     |
| **Special Triennial**    | Professors and Assoc Prof, tenured only              | • Full year  
                          |                                                                      | • 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  
                          |                                                                      | • Special circumstances only                                     |
### Less Common Academic Leaves - Unpaid

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Eligible ranks</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave WO Salary</td>
<td>• Any ranks</td>
<td>Benefits premiums to be paid upon return, one month at a time</td>
</tr>
<tr>
<td></td>
<td>• Appointments &gt; 3 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• At Yale &gt; 1 year</td>
<td></td>
</tr>
<tr>
<td>Leave WO Yale Salary</td>
<td>• Any ranks</td>
<td>Receives pay through Yale by outside funding</td>
</tr>
<tr>
<td></td>
<td>• Appointments &gt; 3 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• At Yale</td>
<td></td>
</tr>
<tr>
<td>Leave W Yale Salary</td>
<td>• Any ranks</td>
<td>Receives pay from special funding within Yale</td>
</tr>
<tr>
<td></td>
<td>• Appointments &gt; 3 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• At Yale</td>
<td></td>
</tr>
</tbody>
</table>
### Faculty leave: Types and Eligibility

#### Faculty Statuses - partial work release or reduction; NOT leaves

<table>
<thead>
<tr>
<th>Status</th>
<th>Eligible ranks</th>
<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>
<tr>
<td>Secondment</td>
<td>Ladder and non-ladder instructional faculty</td>
<td>Mostly used for Yale-Nus and very special circumstances</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 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](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*

1. Faculty member submits leave 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. **Dept admin** enters approved leaves in Workday

Department admins assist with gathering forms and sending to Diane.
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

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

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.

1/15/18
- 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 (sara.obryan@yale.edu), FAS Dean’s Office