

Office of Faculty Administrative Services (OFAS)

Monthly Information Session

February 2019

Agenda

Reminders and Updates

- Workday 32 update – March 9
 - Leave approvals routing to Summer Comp orgs
 - New I-9 email notifications
-

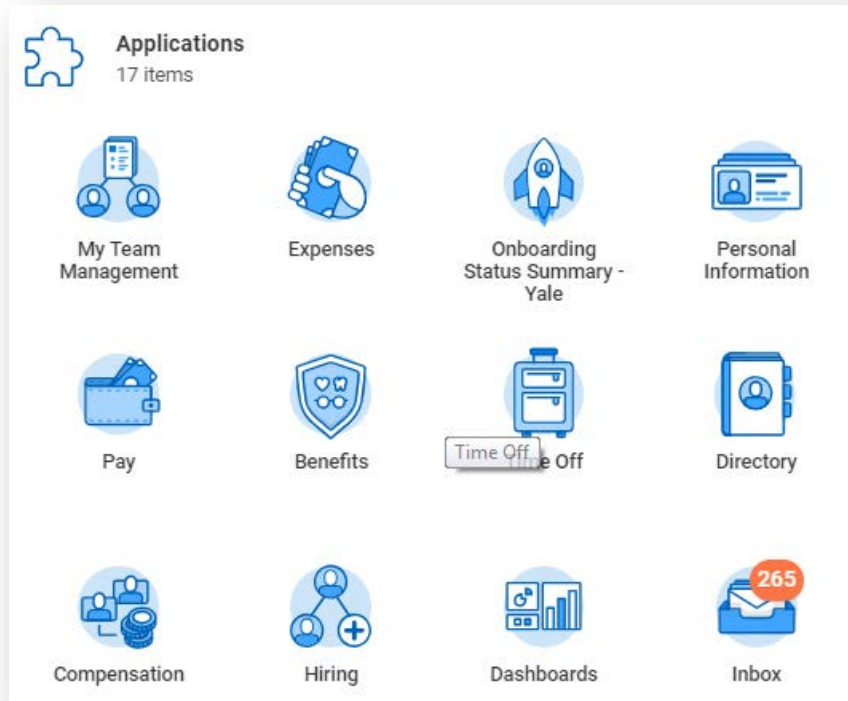
Review of business processes specific to FAS

- OFAS vs. FAS
 - Changes to FAS Chart of Required Documents
 - Updates to FAS procedures
-

Sustainable Academic Training and Support (SATS) Project

Reminders and Updates

Update



Workday 32 – March 9 Change

- The *Inbox* will be removed from the *Applications* box on the *Home* window
- It is always accessible at the top right, and on the *Home* page and to the left of the Applications window



Inbox
265 items

Reminder

Academic Leaves

- Enter approved leaves in Workday
 - Carefully select leave type to match the one approved in the memo
 - All academic leaves *must begin on either July 1 or January 1* and *must end on either June 30 or December 31*
 - Direct any questions to faculty.admin@yale.edu
- Late requests are still being accepted

order to be paid during your leave

← Academic

- ☐ Academic > Associate Professor Leave
- ☐ Academic > Faculty Sabbatical - Up to 12 Month
- ☐ Academic > Faculty Sabbatical - Up to 6 Month
- ☒ Academic > Faculty Special
- ☐ Academic > Faculty Special Triennial

search

Leave Type

Last Day of Work

First Day of Leave *

Estimated Last Day of Leave *

Update

Academic Leave routing in Workday

- For faculty with summer compensation jobs in another unit, the leave process has been routing to the Business Partners for all orgs, the primary supervisory org and the summer comp org(s)
- This routing will be corrected this weekend with the WD32 release
- However, business processes launched before this weekend may be still be pending approval
- Do NOT approve if the faculty member is not primary in your supervisory org



Reminder

Verify that all leaves are entered

- ❖ Run Workday report,
Academic - Ladder Faculty Review – Yale
- ❖ This report lists all requests submitted in WD with the status

Academic - Employees on Leave, by Acad

Instructions This report includes Leave Requests that have been approved and those that are p
Approval" is checked). Prompts include: Academic Structure Node (for the primary
appointment), Organization (including subordinates), Employee Type (defaulted to

Employee Type

Academic Structure Node (Primary Appt)

Academic Unit (Primary Appt)

Track Type Category (Primary Appt)

Appt Type (Primary Appt)

Organizations *

Include Subordinate Organizations ☒

Appointee

Leave Type (Including Family)

Leave Request Status

Include Leave Requests Pending Approval ☒

On Leave Between

And

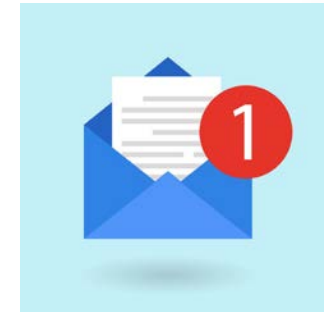
Update

I-9 Notifications

When: *Effective Monday, March 18*

Who: *Faculty, staff and student workers with missing, expiring or expired I-9 form*

What: *Notifications will be sent to their Outlook email accounts*



For more details, read the *Business Update* on March 13th.

Review of business processes specific to FAS

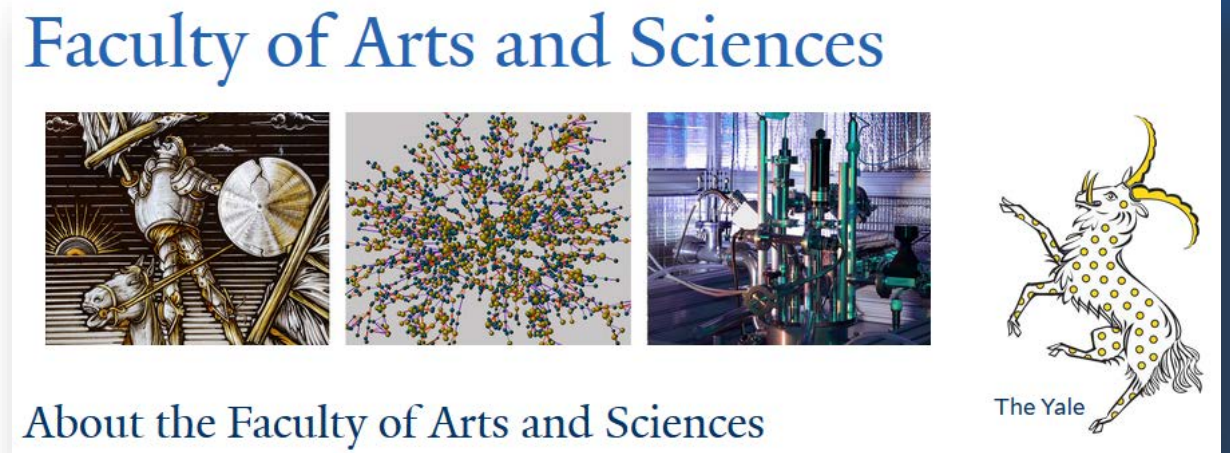
Review of business processes

OFAS vs. FAS



Office of Faculty Administrative Services (OFAS)

VS.



Faculty of Arts and Sciences Dean's Office (FAS)

Review of business processes

OFAS vs. FAS

Provide support for the systems used University-wide for procedures related to the faculty lifecycle

- Workday
- Interfolio
- SharePoint

Insure compliance with University, state, and federal guidelines

VS.

All policies and procedures related to the FAS faculty lifecycle

- Faculty search requests and approvals; approvals of ads, interviewees, and Faculty Search Questionnaires (FSQ)/final candidates
- Faculty offer letters (ladder and non-ladder teaching)
- Reappointment and promotion review procedures, materials, and letters
- Tenure and Appointments Committees (TAC) meetings and Joint Boards of Permanent Officers (JBPO) meeting schedule
- Tenure-track faculty leave research **proposals** Faculty Activity Reports (FARs)

Review of business processes

Office of Faculty Administrative Services (OFAS)

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



Review of business processes

Administrative Processes page

(<https://facultyadmin.yale.edu/admin-processes>)

- Updates to FAS Chart of Required Documents
- Change to format of subject line when submitting materials to OFAS

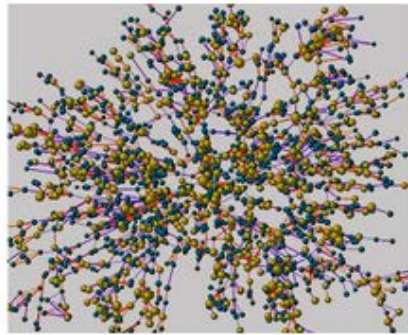
YALE UNIVERSITY <i>Office of Faculty Administrative Services</i>			
Faculty of Arts and Sciences - Chart of required documents for faculty appointments, promotions, and reappointments Please submit all documents to faculty.admin@yale.edu .			
LADDER FACULTY (tenured or tenure-track faculty) Primary or Fully Joint Appointments			
Rank	Initial Faculty Appointment	Reappointment	Promotion
➤ Professor ➤ Associate Professor with tenure ➤ Associate Professor on Term	Guide: Hire Faculty Process <ul style="list-style-type: none">• Offer Letter – Signed by all 3 parties: FAS Dean, Chair, and Candidate	Only for Associate Professor on Term: Guide: Academic: Managing Appointments <ul style="list-style-type: none">• Letter from FAS Dean's Office	Guide: Academic: Managing Appointments <ul style="list-style-type: none">• Letter from FAS Dean's Office
➤ Assistant Professor	Guide: Hire Faculty Process <ul style="list-style-type: none">• Department Faculty Vote• Verification of PhD received from degree-granting institution• Offer Letter – Signed by all 3 parties: FAS	Guide: Academic: Managing Appointments FASTAP 2007: <ul style="list-style-type: none">• Letter from FAS Dean's Office• Department Faculty Vote• Full CV	Guide: Academic: Managing Appointments <ul style="list-style-type: none">• Verification of PhD received from degree-granting institution• Full CV

Review of business processes

Faculty of Arts and Sciences Dean's Office (FAS)

<https://fas.yale.edu/>

Faculty of Arts and Sciences



About the Faculty of Arts and Sciences

fas.yale.edu

The Faculty of Arts and Sciences (FAS) comprises the some 50 departments and programs that provide instruction to the students of Yale College and the Graduate School of Arts and Sciences, including their ladder, instructional, and research faculty members. The FAS spans four broad intellectual areas, represented by the divisions of Humanities, Social Science, and Science, and the School of Engineering & Applied Science.

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Procedures & Forms

Faculty Resources

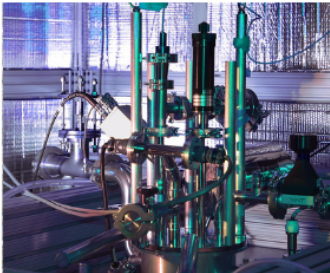
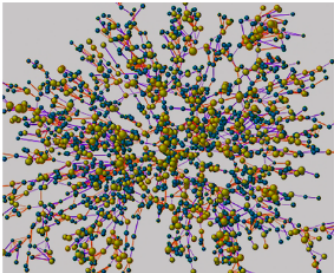
About the FAS


FAS Dean's Office

Department and Program Chairs

Joint Boards of Permanent Officers

Committees






The Yale

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News

Holly Rushmeier appointed the Malone Professor of Computer Science



Document Libraries

[Ladder Faculty Searches](#)

[FASTAP 2007](#)

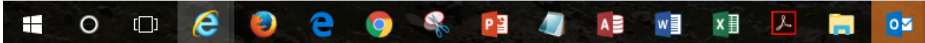
[FASTAP 2016](#)

[Instructional \(Non-Ladder\) Faculty Appointments](#)

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Ladder Faculty Searches

Tenure and Appointments (FASTAP 2007)

Tenure and Appointments (FASTAP 2016)

Instructional (Non-Ladder) Faculty Appointments

Faculty Activity Reports

Faculty Leaves

Faculty Retirement



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[FASTAP 2007](#)

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<https://fas.yale.edu/procedures-and-forms>

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News

Holly Rushmeier appointed the Malone Professor of Computer Science

March 4, 2019


Rushmeier focuses her research on shape and appearance capture, applications of perception in computer graphics, and modeling material appearance.



Hui Cao named the Malone Professor of Applied Physics and of Physics

March 4, 2019

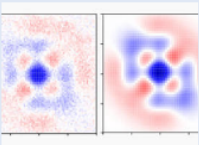
Cao, newly named as the John C. Malone Professor of Applied Physics and of Physics, focuses her research on mesoscopic physics and nanophotonics.



Yale researchers create a 'universal entangler' for new quantum tech

February 27, 2019

A new Yale-led discovery presents a powerful new mechanism with potential uses in quantum computing, cryptography, and quantum communications.



Document Libraries

[Ladder Faculty Searches](#)[FASTAP 2007](#)[FASTAP 2016](#)[Instructional \(Non-Ladder\) Faculty Appointments](#)

Questions?

[Quick Contacts](#)[FAS Departments and Programs](#)[Site Index](#)

Quick Links

[Open Academic Positions](#)[Faculty Handbook](#)[Living in the New Haven Area](#)[Scholars as Leaders; Scholars as Learners \(SAL2\)](#)[FAS Dean Tamar Gendler](#)[FAS Departments and Programs](#)[Yale College](#)[Graduate School of Arts and Sciences](#)[School of Engineering & Applied Science](#)[FAS Faculty Senate](#)

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Home > Ladder Faculty Searches Document Library

Searches Document Library

If the faculty search document you are looking for does not appear in this list, please contact Pam Bosward (pamela.bosward@yale.edu).

Process

- Any -

Division

- Any -

APPLY RESET

NAME

[Appointments, reviews, and promotions in the Faculty of Arts and Sciences \(FASTAP 2016\)](#)

[Criteria - Tenure or AOPT to PROF \(FASTAP 2016\)](#)

[Department Case Summary Form - Tenure or AOPT to PROF \(FASTAP 2016\)](#)

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Process

- Any -

Division

- Any -

APPLY RESET

NAME

[Appointments, reviews, and promotions in the Faculty of Arts and Sciences \(FASTAP 2007\)](#)

[Calendar - AOPN or Tenure or AOPT to PROF - January 1 Hires \(FASTAP 2007\)](#)

[Calendar - AOPN or Tenure or AOPT to PROF - July 1 Hires \(FASTAP 2007\)](#)

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Process

- Any -

Division

- Any -

APPLY RESET

NAME
Appointments, reviews, and promotions in the Faculty of Arts and Sciences (FASTAP 2016)
Calendar - AP Reappointment or Tenure or AOPT to PROF - January 1 Hires (FASTAP 2016)
Calendar - AP Reappointment or Tenure or AOPT to PROF - July 1 Hires (FASTAP 2016)

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Instructional (Non-Ladder) Appointments Document Library

We are working on updating the documents in this library. If the instructional faculty appointments document you are looking for does not appear in this list, please contact Pam Bosward (pamela.bosward@yale.edu).

Process

- Any -

APPLY RESET

NAME
Criteria - Lector-Track
Criteria - Senior Lecturer
Criteria - Senior Lecturer II

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Quick Contacts

General Contact Information

Mailing Address: PO Box 208365, New Haven, CT 06520-8365
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Phone: 203.432.6087
Fax: 203.432.7107
Email: fas.dean@yale.edu

Academic Unit Budgets

[Mary Magri](#) | 203.436.9376 | mary.magri@yale.edu

Academic Unit Reviews

[Jason Zentz](#) | 203.432.6207 | jason.zentz@yale.edu

Communications

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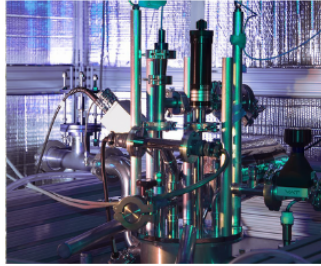
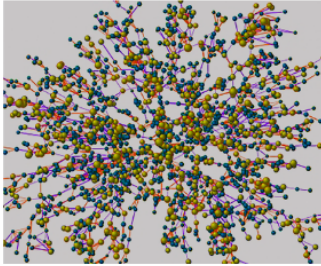

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https://fas.yale.edu/chancery

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Chancery: **chan·cerv** /ˈtʃæn(t)səɪ/ a court of record; an office of public records; archives; also *fig.*

[Faculty Retirement Tributes \(2000\)](#)

Memos

[Faculty Activity Report Process - Ladder Faculty \(November 20, 2018\)](#)

[Faculty Activity Report Process - Instructional Faculty \(November 20, 2018\)](#)

[Tenure-Track Faculty Leave Memo \(FASTAP 2007\) \(September 28, 2018\)](#)

[Tenure-Track Faculty Leave Memo \(FASTAP 2016\) \(September 28, 2018\)](#)

[Faculty Search Process for 2018-2019 \(December 19, 2017\)](#)

[Cluster Hire Proposals \(December 4, 2017\)](#)

[Faculty Activity Report Process - Ladder Faculty \(November 20, 2017\)](#)

[Faculty Activity Report Process - Instructional Faculty \(November 20, 2017\)](#)

[Response to FASTAP '16 Implementation Committee Recommendations \(August 21, 2017\)](#)

[Diversity and Faculty Development - 2017-18 \(August 14, 2017\)](#)

[Funding for pre-tenure feedback on research by FAS assistant professors \(February 3, 2017\)](#)

[Faculty Search Process for 2017-2018 \(January 27, 2017\)](#)

[Faculty Search Process for 2016-2017 \(February 9, 2016\)](#)

[New Divisional Director Roles \(September 2014\)](#)

[Office of the FAS Dean: Responsibilities and Structure \(July 2014\)](#)

New Faculty

[New Instructional and Research Faculty \(2018-19\)](#)

[New Ladder Faculty \(2018-19\)](#)

Policies

[Course Release for Tenured Associate Professors in Teaching-Intensive Departments](#)

[Ladder Faculty Travel Grant](#)

[Instructional \(Non-Ladder\) Faculty Travel Grant \(2018-19\)](#)



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Sustainable Academic Training and Support (SATS) Project

Sustainable Academic Training and Support (SATS) Project

- ❖ Purpose is to provide a system for ensuring that academic process information and documentation is correct, current, and easy to find and understand.
- ❖ Includes establishing protocols for keeping materials up-to-date, and for communicating updates and changes to all affected groups.
- ❖ Individuals involved in academic processes will have easy and reliable access to the information and resources needed to do their job.

Sustainable Academic Training and Support (SATS) Project

Creation of Academic Appointee Administration

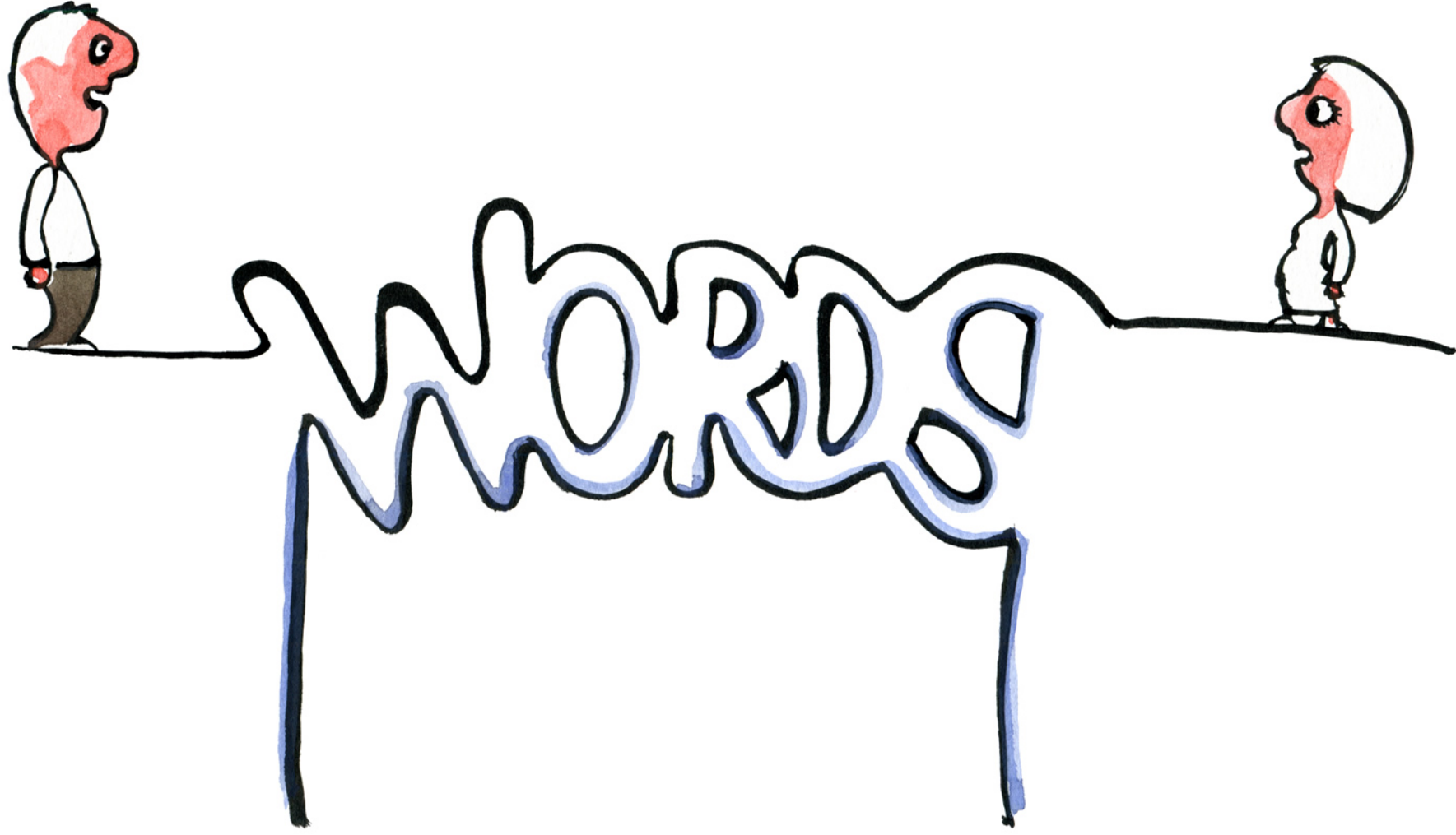
- ❖ Office of Faculty Administrative Services (OFAS)
- ❖ Faculty of Arts and Sciences Dean's Office (FAS)
- ❖ Office of Postdoctoral Affairs (OPA)
- ❖ Yale School of Medicine Faculty Affairs (YSMFA)
- ❖ YSM Finance Office

Sustainable Academic Training and Support (SATS) Project

❖ Survey will be sent to anyone holding the following roles:

- Academic HR Support Specialist
- Section Academic
- HR Support Specialist
- Appointment and Promotions Specialist
- Section Appointment and Promotions Specialist
- Academic Business Partner

❖ The purpose of the survey is to gather information on resources and needs



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