



## UNIVERSITY OF WASHINGTON

OFFICE OF THE PROVOST

June 19, 2009

College, School, and Campus Administrators

Dear Colleagues:

Thank you for all your efforts over the year related to the appointments of academic personnel. You are key partners and your contributions are valued. In an effort to ensure continuity, I write to detail the processes that need to be followed for the annual verification and updating of appointments. Separations, including resignations and retirements for all academic appointments (including part-time lecturers, teaching associates, and post-docs) should be entered in OPUS **no later than July 6, 2009**. As you know, 7.5% promotional salary increases for twelve-month faculty and librarians will be effective July 1, 2009 and 7.5% promotional salary increases for nine-month faculty will occur on September 16, 2009. As in the past, the promotional increases for permanently budgeted positions will be centrally funded. For faculty (e.g., wot, research, and clinical) and librarians with positions supported by self-sustaining, grant and contract, clinical revenues, or other alternative funds, the 7.5% promotional increase must come from those alternative sources.

### **July 1, 2009 - Twelve-Month Adjustments**

Departments and dean's/chancellor's offices are responsible for monitoring and updating appointment and distribution end dates in OPUS. For those twelve-month faculty and librarians receiving promotions effective July 1, 2009, OPUS entries to change both the title and reflect the 7.5% salary adjustment need to be done by the department or the dean's/chancellor's office.

A grid is attached to reflect all appointments that must be managed by departments and dean's/chancellor's offices. Review of appointments can be done by accessing the data warehouse "Employee Appointment Distribution Download" reports at <http://datawarehouse.admin.washington.edu/>. The data for these reports is refreshed on a daily basis, and reports can be saved as an excel spreadsheet. A report should be run and saved no later than July 6. This will give a "snapshot" for all employees prior to the system generated reappointment process. Please enter promotions and title changes that are effective July 1, 2009 **between July 8 and July 14**. All appointments and distributions should be reviewed for accuracy.

### September 16, 2009 – Nine-Month Adjustments

For nine-month faculty, distributions will be carried forward automatically. These automated data changes will occur for the July 1 payroll and will be available to view in OPUS and in the data warehouse. The instructions to access the data warehouse reports above are applicable for nine-month faculty. The attached grid will help identify which distributions will be automatically updated and those requiring review and manual update. All appointments and distributions should be reviewed for accuracy. Corrections and changes should be made using OPUS. Nine-month faculty promotions, including title changes and the 7.5% increase should be entered via OPUS between July 8 and September 28, with an effective date of September 16, 2009.

Salary floors remain unchanged. See table below for your reference.

Academic Rank	2009-2010 9-Month Floors	2009-10 12-Month Floors
Professor	\$6,364	\$5,834
Associate Professor	\$5,361	\$4,914
Assistant Professor	\$4,925	\$4,517
Research Associate, Senior Fellow, Acting Instructor	\$3,329	\$3,083
All Other Faculty, Librarians, Academic Staff	\$3,462	\$3,206

For question related to retention adjustments, or the hiring freeze, please refer to the Academic Human Resources website at <http://www.washington.edu/admin/acadpers/>.

Please share these directions with the departmental staff in your unit so they can implement these processes. If you have questions, please call Shirley Runkel, Director of Academic Human Resources, at 1-4661

Sincerely,



Cheryl A. Cameron  
Vice Provost for Academic Personnel

Attachment

- c: Phyllis M. Wise, Provost and Executive Vice President  
Linda Braziel, Manager, Office of Information Management  
Anja Canfield-Budde, Senior Manager, Office of Information Management  
Amy Floit, Acting Director, Budget Operations, Planning and Budgeting  
Rhonda Forman, Assistant Vice Provost, Academic Personnel  
Cindy Gregovich, Associate Controller  
Judy Gustafson, Analyst, Planning and Budgeting  
Ginny Montgomery, Payroll Assistant Director  
Shirley Runkel, Director, Academic Human Resources