

Workday's Approach to Academic Staffing

In Workday, there will be many benefits to the Academic Staffing process. See below for an overview of some of the upcoming changes.

What's Changing?

- **Expanded Access and Streamlined Self-Service Processes** – Currently, various processes, including paper-based processes, are in place, with certain functions initiated externally. Access to data is limited.
 - **Workday Enhancement:** In Workday, there will be measures implemented to increase access and self-service capabilities for faculty and senior leadership. Faculty will be more self-sufficient in Workday, particularly for managing personal information, expenses, viewing their academic appointments, and more. Computer based training and job aids will be available to help guide faculty through these processes.
 - **Viewing Academic Appointment Information** – Currently, faculty members do not have a streamlined method to access and view their academic appointment information.
 - **Workday Enhancement:** Faculty will gain the capability to view their academic appointment information directly within Workday through their worker profile. This allows for not only current academic appointment details to be viewable but also provides historical data in a dedicated tab, offering a comprehensive overview of their academic appointment history.
 - Workday provides a number of business processes and reports to help users track and manage academic appointments for academic faculty, academic affiliates, professorships, etc.
 - **Academic Appointments Features - Through Workday, an academic appointee's time on a particular academic track, whether paid or unpaid, can be recorded and viewed in reports.**
 - Academic appointments allow Workday users to keep track of relevant dates, academic unit affiliation, rank, title, and tenure status.
 - Academic leadership can add, update, and end academic appointments in Workday.
 - **Academic Staffing Terminology** – In Workday, there will be many new key terms prudent to understanding academic appointments. The below Academic Appointment Dates and Key Terms document will be a helpful resource for getting started in Workday.
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Date Field	Workday Definition	USM Definition/Usage
Start Date	Add Academic Appointment: The Start Date of the appointment. Update Academic Appointment: Start Date for the update. Can NOT be prior to the Hire Date. The date automatically populates the effective date of the parent event. (Ex: Hire Date would default in)	The start date of the appointment. Can NOT be prior to the Hire Date.
End Date	Agreed upon term for the appointment. The date is informational only and doesn't initiate a termination of the whole appointment	The last day the employee serves in this role.
Adjusted Title Start Date	An adjusted start date for informational and reporting purposes only. This date can represent work at other institutions and can be earlier than the Start Date	This date will NOT be used by USM.
Academic Review Date	If the appointment track type has a promotion program, specify an Academic Review Date for the appointment. Soonest promotion review date	This is the earliest date that the faculty member can be promoted. Should match the date that is in the signed faculty contract. This excludes the ability for faculty to request an earlier review.
Track Start Date (Override)	A track start date that's before the worker's hire date. This date can represent work at other institutions and can be earlier than the Start Date	This date will NOT be used by USM.
Tenure Track Start Date (only available for Tenure Track)	Tenure Track Start Date	The date that the faculty member begins a tenure-track or permanent status track appointment.
Probationary End Date (only available for Tenure Track)	Probation End Date, if applicable	The date on the faculty contract of their Tenure or Permanent Status Review. Will align with appropriate policies (USM / institution).

Tenure Award Date (only available for Tenure Track)	Date tenure is awarded	The date tenure is awarded will align with the appropriate academic year start date.
Track End Date	Effective date of the End Academic Appointment	The academic appointment end date of the faculty in a specific track (ex. NTT to TT; TT to NTT)
Mid Cycle Review Date (Custom field on the Academic Appointment Track Effective Dated)	N/A, this is a custom date for USM	This is the date of progress towards tenure review- from which full time tenure track renewal is issued. Typically, this is the halfway date to the probationary end date for tenure or permanent status.
Post-Tenure Review Date (Custom field on the Academic Appointment Track Effective Dated)	N/A, this is a custom date for USM	The date of the post-tenure review to align with USM policy.
Tenure Clock Extension Date (Custom field on the Academic Appointment Track Effective Dated)	N/A, this is a custom date for USM	The tenure clock extension date may include an extension to the probationary end date and potentially the mid-cycle review date (pending approval).



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