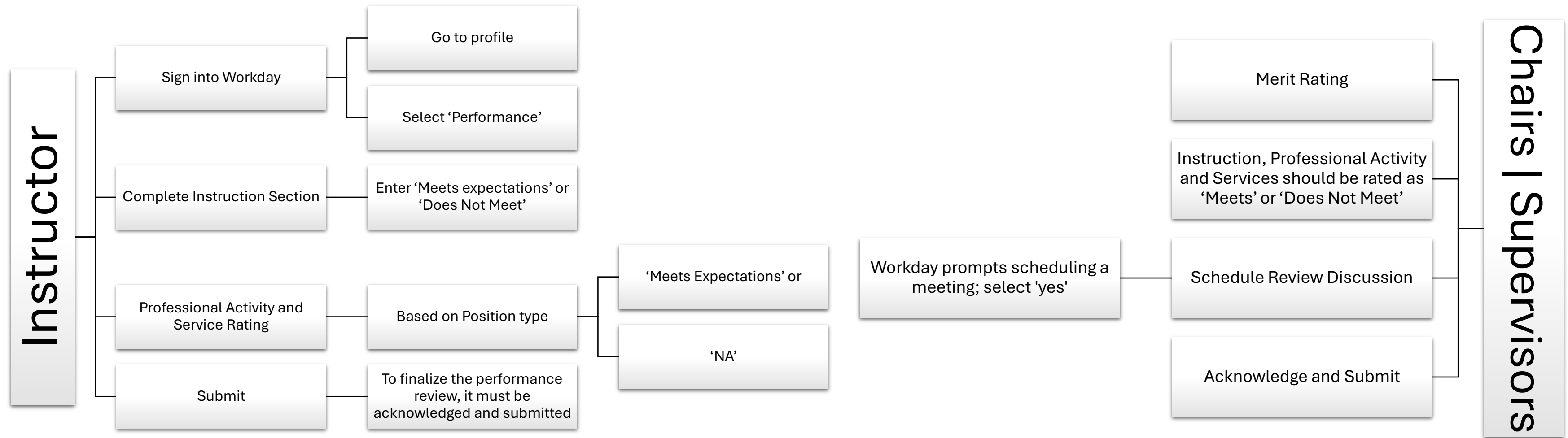


IAS Reviews in Workday



Departmental Review Exceptions: Some instructors undergo departmental or subcommittee review before the chair's evaluation, requiring special attention to notification timing.

Variable Requirements by Department: Professional activity and service requirements differ by department and contract, affecting review and pay plan eligibility.

Support and Guidance Resources: Instructors and chairs should contact the Provost or Human Resources for questions to ensure alignment and efficient review completion.

Instructors, Chairs, and Deans,

This is important information that affects rebooked IAS or longer-term lecturers. If your title is "lecturer" and you teach less than 50% each semester, it will still be important but not as imperative to follow this guidance.

My recommendation is that all instructors who taught 2024-25 complete this short task based on that year's annual review.

Instructor (will take less than 5 minutes)

Sign into Workday.

1. Navigate to your profile and choose "performance" on the left navigation bar.
2. There are three screens you need to complete.
 - Instruction
 - Professional Activity
 - Service
3. For instruction add "met expectations" into the dialog box and choose "meets expectation" as the dropdown rating. There are 4 ratings. Please use either "meets" or "does not meet" - disregard "partial" and "exceeds."
4. For professional activity and service you have two choices.
 - If your position requires professional development and service, add "met expectations" into the relevant dialog boxes and choose "meets expectation" as the dropdown rating for each, just as you did for Instruction. This will apply mostly to Assistant/Associate/Teaching Professors/Clinical Professors
 - If your position does not require Professional Development and Service, type "NA" into the boxes and choose the rating of "NA." This will apply mostly to Lecturers.
5. Once done with each - hit submit.

Chair/Supervisor (will take less than 5 minutes)

1. If you submitted a "meets merit/or does not meet" before the transition to Workday, you need to:
 - Rate the instructor as "meets merit" for each of the three areas and hit submit. There are 4 ratings. Please use either "meets" or "does not meet" - disregard "partial" and "exceeds"
 - You MUST provide an overall rating as "meets merit" if that is what you rated them in HRS.

- If professional activity and service were not part of the position - choose NA and NA.
 - You will get a message that indicates that you should schedule a meeting to discuss.
 - It is true that we want chairs to discuss the annual review with every instructor. However, for this year, please indicate "yes" and submit. The instructor will get a copy of the "review."
2. IF the instructor is "to be" reviewed by the department (or subcommittee) prior to the end of September (rather than by the chair), ignore the Workday pings until they have been reviewed and then follow the steps above. They need to be reviewed before the end of September.

We fully understand that professional activity and service vary by department and contract - all of these steps are aimed at best positioning instructors for pay plan eligibility. Senate will work on longer term guidelines for the process.

Questions? Ryan Friesen or I are likely your best bets at this time.

Betsy



Betsy Morgan, PhD

Provost and Vice Chancellor for Academic
Affairs

bmorgan@uwlax.edu | 608.785.8042 | 1151
Centennial in IEE Suite

*Please direct scheduling requests
to karnost@uwlax.edu*