



HR LIAISON NETWORK NEWS

May 6, 2020 | **SPECIAL NETWORK NEWS MESSAGE**

Faculty Partner Role in Workday

An enhancement request was submitted recently to Workday Services by HROE on behalf of the Dean of Faculties office. The enhancement request was to modify existing conditional routing rules to **'skip'** any reviews or approvals required by the Faculty Partner security role for Texas A&M University and the Health Science Center. However, the **Edit Other IDs / Update Faculty Tenure Status** To Do task will continue to route to the Faculty Partner role for completion by the Dean of Faculties office.

Please Note:

- These changes will take effect in Workday tomorrow, **Thursday, May 7, 2020**.
- These changes do not impact Texas A&M University at Galveston as they will continue to route the review and approval steps in Workday to the Faculty Partner role.
- Engineering and AgriLife have also decided to update their conditional routing to match Texas A&M in regards to the Faculty Partner role.
- The following announcement was distributed by the Dean of Faculties office on Monday, May 4.

Dear Deans, Dean of Faculties Operation Council, and Department Heads,

Starting May 7, 2020, the Dean of Faculties (DOF) will not be approving any hiring actions or terminations in Workday. The reason for this change in the Workday faculty partner role is to (i) facilitate an expeditious process, (ii) avoid duplication of effort in already DOF approved actions. This change will modify the existing conditional routing rules related to the Faculty Partner role to 'skip' any reviews or approvals required by the DOF and will instead require executive approval at the department level.

As you know, all faculty hiring is performed outside Workday via Interfolio and the DOF hiring Portal. In addition, all actions that impact the appointment of the faculty member, are reviewed and approved by the DOF via direct submission of the requests to the DOF office.

It is the expectation of the DOF that individuals approving faculty actions in Workday will strictly adhere to the terms and conditions approved by the DOF without entering alterations or modifications that substantially change these actions. To this end and in order to ensure process compliance, there will be spot checking performed and occasional audits on approved actions.

Please let us know if you have any questions.

Regards,

Blanca

*Blanca Lupiani, Ph.D.
Dean of Faculties and Associate Provost*





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