

May 20, 2013

TO: Chancellors, Vice Provosts, Vice Presidents, Deans, Associate Deans,
Chairs and Directors

FROM: Warwick M. Bayly
Provost and Executive Vice President

SUBJECT: Faculty Appointments – Full-Time Academic Workload

Starting in 2014, under the Federal Affordable Care Act, Washington State University (WSU) must be able to report actual work effort for all employees, including faculty. In response, WSU will be requiring faculty appointments be set up as full-time equivalency (FTE) salaried appointments starting July 1, 2013

The *Full-Time Academic Workload (FTAW) Guidelines* were established in 2011 in response to the State of Washington Public Employee Benefit Board (PEBB) rules and policies, which require higher education institutions to define FTAW. These guidelines, as well as applicable policies and procedures, have been updated to reflect this new directive to utilize FTE salaried appointments for faculty. **Faculty can no longer be employed on a timecard basis**, except in the few exceptional situations addressed in the guideline.

This directive is to ensure WSU applies a consistent and reliable way to track and identify actual work effort for our faculty.

Please contact Human Resource Services at 509-335-4521 if you have any questions regarding the guidelines. The *FTAW Guidelines* can be accessed on the HRS webpage under "Resources".