

Quarterly Newsletter- Fall Edition



OCTOBER 9, 2018

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Helpful Links:

[ASG Wiki](#)

[Provost Faculty HR for Administrators](#)

[Faculty Appointments and Review](#)

[DEO Calendar](#)

[Deadlines for Faculty Development Programs](#)

Promotion & Tenure

[Procedures](#)

PTEAP:

[Web Portal](#)

Helpful N Drive Locations:

N:\DeansOffice\CLAS Faculty CVs 2018\Department

N:\DeansOffice\Faculty Offer Letter Templates\19-20

Addenda to this Newsletter:

- New IF Review Forms
- Maternity Leave coverage for Alaina



Denotes something that has changed in policy or procedure.

Important dates to keep in mind:

- See workshop dates below.
- October 8: Spring 2018 Flex Load [Reports](#) due to Dean.
- October 19: May Brodbeck [Applications](#) due electronically to Provost Portal.
- October 22: 2019-20 Flex Load [Applications](#) due to DEO.
- October 22: CLAS Dissertation Writing Fellowship [Applications](#) due to Dean.
- October 26: May Brodbeck Application DEO [Evaluations](#) due electronically to Provost Portal.
- October 29: 2019-20 Flex Load [Applications](#) due to Dean w/ DEO approval.
- October 31: CLAS DSHB Faculty Scholar Award [Applications](#) due to Dean w/ DEO approval.
- October 31: New Sexual Harassment Prevention Quarterly deadline.
- November 1: MAX 2.0 opens for visitor requests for AY19-20.
- November 6: Summer 2018 Old Gold [Reports](#) due to Dean w/ DEO signature.
- December 3: Tenure and Instructional-Track Promotion cases due to CLAS.
- December 3: Summer 2019 Old Gold [Applications](#) due to DEO.
- December 4: Marcus Bach Fellowship [applications](#) due to Dean.
- December 10: Promotion to Full Professor cases due to CLAS.
- December 10: Summer 2019 Old Gold [Applications](#) due to Dean.
- December 31: SHPE Quarterly Deadline
- January 28: Fall 2018 Flex Load [Reports](#) due to Dean w/ DEO signature.
- February 1: Fall 2018 CDA Reports due electronically to Provost Portal.
- February 1: Ida Beam Applications due to DEO.
- February 8: Fall 2018 CDA Report DEO [Evaluations](#) due electronically to Provost Portal
- February 8: Ida Beam Applications due to Dean.
- February 20: [Proposals](#) for Faculty Searches due to the College.
- March 15: Marcus Bach Fellowship acceptance due to Dean.

Upcoming Workshops:

Contact: Carole Kern (5-2615)

RSVP: <https://clas.uiowa.edu/deos/workshop-registration>

Fall 2018 Workshops

- Faculty Review Workshop: **October 5, 1:00-3:00 p.m., 2520D UCC**
 - Required attendees: DEOs and departmental administrators.
- Newly Tenured Workshop for Faculty Promoted to Associate Professor: **October 11, 1:00-3:00 p.m., 2520D UCC**
- Payroll Training Workshop: **October 18, 9:00-11:00 a.m., 348 IMU.**
- APR/CV Workshop for Assistant Professors: **October 22, 1:15-2:45 p.m., 2520D UCC.**
- APR/CV Workshop for Associate Professors: **October 29, 1:15 p.m.-2:45 p.m., 2520D UCC.**
- APR/CV Workshop for Instructional Faculty: **November 5, 1:15-2:45 p.m., 2520D UCC.**
- Newly Promoted Workshop for Faculty Promoted to full Professor, **December 5, 1:30-3:30 p.m., 240 SH**

Spring 2019 Workshops

- APR/CV Workshop for Instructional Faculty: **January 24, 1:30-3:00 p.m., 2520D UCC.**
- APR/CV Workshop for Assistant Professors: **January 31, 1:30-3:00 p.m., 2520D UCC.**
- APR/CV Workshop for Associate Professors: **February 14, 1:30-3:00 p.m., 2520D UCC.**
- Merit Raise Workshop: **February 21, 1:30-3:00 p.m., 2520D UCC.**

Important Reminders:

- DCG lists for Promotion and Tenure cases will be sent out in early to mid-October.



Visitor/Adjunct Policy:

- <https://clas.uiowa.edu/deos/mailling/september-26-2018/new-clas-visiting-and-adjunct-appointment-guidelines>



Phased Retirement Forms:

- If you hear of faculty wanting to participate in the phased retirement program, please have them contact Alaina Hanson to fill out the paperwork.
- The document must be filled out a specific way otherwise the form has to be rerouted for signatures.
- In order to create a more efficient process the College will begin filling out these forms centrally.

Promotion & Tenure

Contact: Alaina Hanson (5-3015), Brenda Gritsch (5-2610)



- The APR is being used to report faculty activities for **ALL** promotion and tenure processes. To clarify, you may no longer send a personal CV to external evaluators without prior approval from the Dean.

Faculty Reviews

Contact: Alaina Hanson (5-3015)

Location: Self Service->Administration->Faculty Review Application

- The only way instructional faculty show up in the new review system is if they have been successfully transferred to their new FN job code. **If you have any Instructional Faculty who are NOT in the system, please let me know immediately.**
- AY 18-19 data is now available in the review system.



- Please note: I will not be sending out review lists anymore. You will obtain your review list in the new review system. If you have any questions, or discrepancies with the list, please let me know.
- If you have reviews that still need to be completed for AY 17-18, please do so ASAP.
- Required attachments for different review types:
 - Tenured annual: [annual review form](#)
 - Five-Year Peer: [Summary assessment form](#), CV, classroom observation
 - Annual probationary review: CV, report on their record or teaching, scholarly/creative work, and service (no specific form), response from faculty member (if applicable).

- 3rd year contract renewal (tenure-track):
 - CV
 - Teaching statement and teaching table
 - Classroom observation(s)
 - Research/creative work statement
 - Service statement
 - Committee report
 - DCG cover sheet with signatures and vote
 - DCG report (if applicable)
 - DEO letter
 - Response from faculty member (if applicable)
- Instructional Faculty annual review: annual review [form](#), CV, classroom observation (required for first 6 years and every reappointment thereafter)
- Instructional Faculty reappointment review: reappointment review [form](#), CV, classroom observation. **Please make sure the end date on the review form is correct, reflecting the new reappointment.**



- Once you have completed an Instructional Faculty reappointment review, there will be an affidavit on the review form to extend the Instructional Faculty's contract for another three-year or five-year term (depending on rank). This review form will act as a COS and the new offer letter should be attached to the review as well so no additional COS will need to be done to extend the Instructional faculty's contract.

Sexual Harassment Prevention Education

Contact: HR Rep or Alaina Hanson



- The next quarterly deadline has been extended to 10/31/2018 for those that were due on 9/30/2018.
- The College expects 100% compliance.
- The HR team will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement.
- In response to issues regarding the structure of the course, EOD has reorganized the modules so the University Policies section will appear first, then the Intersections module and its associated certificate will appear last.
- EOD is estimating the course will take 2-3 hours to complete. They recommend working on these courses in multiple sessions.

Faculty Recruitment

Contact: Alaina Hanson

- Offer letter templates are located here for your convenience: **N\DeansOffice\Faculty Offer Letter Templates\19-20.**
- If you are hiring a regular faculty member (tenure track, clinical track, or instructional track) please contact Alaina Hanson or Jenny Britton for the offer letter template.
- If you are hiring a visitor or adjunct, these templates are still available to you at the above location.
- Notify Alaina when anyone accepts or declines an offer.

Faculty Appointments (in Workflow)

Contact: Alaina Hanson (5-3015) or Meliza Wise (3-2639)

- Vietnam Era Veterans' Readjustment Assistant Act (VEVRAA): If you are hiring someone for longer than 3 days you are required to either (i) run a formal search with a requisition #, (ii) get an approval for a search waiver, or (iii) run a 3-day ad.

- Exceptions: former UI employees who left in good standing within 24 months, UI student employees (including TAs, RAs, work-study), and UI retirees returning to the same department within 24 months,
- How to place a 3-day ad:
 - Login to Employee Self-Service, Administration tab, Systems, Jobs@UIOWA, Select Manage Temporary/Other Jobs to create a new or copy an existing Job Posting.
 - Add the temporary job ID to the workflow form.
- Attachment Requirements:
 - New Appointments: CV, signed offer letter, letters of recommendation (if tenure track, clinical track, or instructional track)
 - New Complimentary Appointments: CV, signed complimentary offer letter
 - New Adjunct Support form: signed offer letter
 - Change of status: new offer letter (if applicable)
- Please remember to verify the highest degree obtained. If you cannot verify the degree through the Degree Verification System, please attach a letter from the Dean of the Graduate College, stating that all the criteria for the degree have been met.