



Quarterly Newsletter- Winter Edition

DECEMBER 5, 2016

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Helpful Links:

[Provost Faculty HR for Administrators](#)

[Faculty Appointments and Review](#)

[DEO Calendar](#)

[Due Dates for Faculty Reviews](#)

[Promotion & Tenure](#)

PTEAP:

[PTEAP Memo](#)

[Web Portal](#)

Faculty Recruitment:

[Cluster Hire Manual](#)

Helpful N Drive Locations:

N:\DeansOffice\CLAS Faculty CVs 2016\Department

N:\DeansOffice\Faculty Offer Letter Templates\17-18

Important dates to keep in mind:

- December 2: May Brodbeck Humanities Fellowship Collegiate recommendations due to Provost
- December 2: [Old Gold Summer Fellowship Applications due to DEO](#)
- December 5: Tenure and Senior Lecturer cases due to the College
- December 5: [Deadline for Marcus Bach Fellowship Applications](#)
- December 12: Promotion cases due to the College
- December 12: Old Gold Summer Fellowship Applications due to Dean
- December 16: [Call for 2017 CLAS Alumni Fellow-Nominations due](#)
- December 30: [Quarterly Reporting of Harassment Prevention Due](#)
- January 18: [Applications for 17-18 William S. Vaughn Visiting Fellowship due](#)
- January 27: Fall 2016 Flexload reports due to Dean with DEO signature
- February 8: Fall 2016 CDA and May Brodbeck reports due to Dean with DEO signature
- February 28: Faculty must update their APR to be eligible for a merit increase
- February 28: Close of Visitor/Lecturer Requests in MAX 2.0

Announcements

- Initial TA allocations were sent to departments in November. If you wish to make an additional request, please do so within the MAX 2.0 system.
- Beginning January 1, 2017, Meenakshi Gigi Durham, Associate Dean for Outreach and Engagement and Christine Getz, Associate Dean for Graduate Education will join the CLAS Dean's Office.
- Dean Joe Kearney's official last day in the Dean's Office is December 31. Effective January 1, Marc Armstrong will be the Associate Dean for Research and Infrastructure.


Promotion and Tenure

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

- Please send the Promotion/Advancement Records to clas-pt@uiowa.edu
 - By December 5 for candidates seeking tenure or advancement to Senior Lecturer
 - By December 12 for promotion of tenured faculty
- Here are some helpful links:
 - [Table of Contents](#)
 - [PDF bookmark training](#)
 - [Submission Instructions](#)
 - [Required forms and declaration](#) to be included in the Promotion Record

Faculty Reviews

Contact: Alaina Hanson (5-3015)

- Type of Review and Due Date (**in workflow**)
 - Updates to the website: Contact for each type of review, updated pdf review documents—interactive with e-signature blocks. Located in the Forms and Documents section.
 - Assistant Professors (FS13)
 - 3rd year contract renewal—**Due: 3/10/17**
 - Annual probationary review—**Due: 3/27/17** (includes FS12)
 - Tenured Associate (FT12) and Professor (FT11)
 - Annual Review—**Due: 5/12/17**
 - 5 year peer review—**Due: 6/2/17**
 - Clinical Review—**Due: 4/14/17**
 - Lecturer Review—**Due: 4/14/17**
 - Visitors with multi-year terms—**Due: 4/14/17**
 - Annual Adjunct Review—**Due: 6/2/17**
-  New Process for completing reviews
 - <https://apps.its.uiowa.edu/frap#/>
 - You can access your department from the above site. If you cannot access your needed information, please let me know.
 - Please note: I am currently updating the information to match the reviews due I sent you in September. If there are discrepancies, please be patient with me, I will let you know when the information is updated.
 - I will be giving a demonstration in February, more information will follow at that point.

eCOI Annual Conflict of Interest Disclosure

Contact: Alaina Hanson (5-3015)

- Window will be open on 1/1/17 and close 4/30/17

APR Update

Contact: Karen Noggle (5-2354) or Alaina Hanson (5-3015)

- **Please remind your faculty to update their APR profiles by February 28, 2017**
- In Spring 2017 *curricula vitae* will not be collected by the College of Liberal Arts and Sciences for the annual review for merit raise process. Instead evaluations will be based on the information entered in the APR.
 - Beginning Friday March 3, the College will save the CV reports on the shared drive in departmental folders (N drive), the process will be completed by March 10, 2017.
 - Use this document to attach to the annual review workflow form.

PTEAP


Contact: Alaina Hanson (interim)

- Key changes this year
 - Signatures on a checklist are no longer required by the College
 - The College will no longer send a checklist to the Department
 - Departments will email the View/Print Departmental Summary Tables (PDF) and the signed Individualized Portfolios to CLAS along with the Annual Merit Raise rankings.
 - The Dean/s will discuss and sign the Summary and Portfolios with the DEO during the Annual Merit Raise meeting.

- CLAS Dean's Office will email a copy of the signed Departmental Summary, including any discussed and agreed upon changes.
- Throughout the year departments should update the WebPortal when events impacting PTEAP develop (i.e. newly tenured, resignation, retirement, course buyout, DEOship, course owed).
- CLAS anticipates the Provost WebPortal will be available February 1st for AY17-18.


Harassment Prevention

Contact: Alaina Hanson (interim)

- The next quarterly deadline is 12/30/2016.
- The College expects 100% compliance.
- Alaina Hanson will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement.
-  Please use the report titled, "Harassment Prevention Current Compliance Summary-Departments" under the Compliance & Qualifications heading in Self-Service (Personal tab) to check and plan your department's compliance.
- The College requires all new faculty to be compliant by the end of the quarter in which they are hired. The offer letter templates have been updated to reflect this change.
 - Quarterly Due Dates: March 31, June 30, September 30, December 31

Faculty Recruitment

Contact: Alaina Hanson

- Offer letter templates are located here for your convenience:
N\DeansOffice\Faculty Offer Letter Templates\17-18
-  You may access the Temporary faculty (FA, FV) letters on your own. Please email or call Alaina if you would like a permanent faculty (FH, FS, FT, FQ) letter and I will send you the correct template.
- Request for Faculty Searches—**Due: February 27, 2017**

Instructional Track Faculty Policy

Contact: Alaina Hanson

- The College is currently working on drafting a collegiate policy based on the University policy.
- Once the collegiate policy is in place, departments will have the opportunity to draft departmental policies.
- We will begin transitioning current Lecturers into the new track as soon as the collegiate policy passes a vote of all CLAS faculty members, and no later than July 1, 2017.
- The College will initiate all COS forms to transition current Lecturers into the new job codes. Alaina will be requesting the help of administrators to put together the new offer letters that will accompany those forms.
 - FN15: Lecturer
 - FN12: Associate Professor of Instruction
 - FN11: Professor of Instruction
- If you have current Lecturer searches, Alaina will provide transition language for your offer letters and advertisements, if necessary.