Helpful Links:

- **Provost Faculty HR for Administrators**
- **Faculty Appointments and Review**
- **DEO Calendar**
- **Due Dates for Faculty Reviews**
- **Faculty Line Proposals**

DEO Mailing:
- **2/17/16**

Promotion & Tenure
- **Procedures**

APR Links:
- **DEO Mailing: 1/27/16**
- **CLAS APR Helpful Info**
- **PTEAP**
- **PTEAP Memo**

Web Portal
eCOI:
- **DEO Mailing 1/20/2016**

Faculty Recruitment:
- **Cluster Hire Manual**

Upcoming Deadlines:

- See “Faculty Review” section for review deadlines.
- March 4: APR profiles must be updated with current information.
- March 4: PTEAP due via the web portal.
- March 14: Faculty Line Proposals are due to the College via CLAS MAX 2.0.
- March 25: Merit Raise Spreadsheets due to College.
- March 31: Quarterly SHPE Deadline.
- April 1: DEOs must notify Allison Gerstenberger, in the Dean’s Office, of all faculty who intend to submit applications for 2017-18 CDA awards (Due Date of application: September 2016).
- April 30: eCOIs due.

Upcoming Workshops:
Contact: Wendy Danger (5-3015)

- CV Workshops
  - Lecturers: March 3, 2:00-3:30 p.m., W401 PBB
- Promotion and Tenure Workshop: March 30, 8:00-10:00 a.m., 2520D UCC
  - Required attendees: DEO of each faculty candidate, the chair of the P&T committee, departmental administrator, other key personnel involved with the P&T process. Please RSVP to Wendy Danger.
- Search Workshop: April 7, 8:00-10:00 a.m., 2520D UCC
  - Required attendees: search committee chairs, departmental administrators, DEOs, and other key personnel involved in the search process. Please RSVP to Wendy Danger.

Merit Raises for Faculty
Contact: Jen Reynolds (3-2639), Erin Herting (4-0559)

- Merit Raise spreadsheets are due to the College by March 25.
- The Merit Raise Workshop was held on February 29, 2016. If you were unable to attend this workshop please contact Erin Herting or Jen Reynolds for information.
- The annual faculty evaluation/salary meetings will be held within the first three weeks of April between the DEOs and Deans.

Faculty Line Proposals
Contact: Dian Gottlob (5-2627), Brenda Gritsch (5-2610)

- Due to the College via MAX 2.0 by March 14, 2016.
- Executive Committee will meet to discuss and recommend which proposals will be authorized in mid to late April.
- Authorization and denial letters will be sent out by early to mid-May.
**Promotion & Tenure**  
Contact: Alaina Hanson (5-3015), Brenda Gritsch (5-2610)

- Any candidates going up early must notify their DEO by April 1. The DEO must then notify the Dean's Office by April 15th and provide a current CV.
- It is highly recommended that early promotion to Associate Professor or promotion to Professor candidates meet with Dean Curto in advance of the April 1 deadline.
- Candidates for advancement to Senior Lecturer are required to meet with Dean Curto in advance of the April 1 deadline.

**Visitor Requests**  
Contact: Wendy Danger (5-2615)

- Were due to the College via CLAS MAX 2.0 by February 26th.
- If you have any late requests please submit them into the system ASAP.

**TA Appointments**  
Contact: Marc Armstrong or Julie Rogers (5-2611)

- Current templates have been loaded onto the CLAS website and can be found at: [http://clas.uiowa.edu/deos/administrative-manual-graduate-appointments](http://clas.uiowa.edu/deos/administrative-manual-graduate-appointments).

**Faculty Reviews**  
Contact: Alaina Hanson (5-3015)

- LEAN Event Update—the group has split into working groups in order to achieve our ideal state of the review process. The target date of completion is Fall 2016. Once there is a draft system, we will invite key administrators to test the system and give detailed feedback to our developers.
- 3rd year contract renewal DCG lists were sent out in February. If you have any issues with these, please contact Alaina Hanson.
- 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.
  - Assistant Professors (FS13):
    - 3rd year contract renewal—Due: 3/11/16
    - Annual probationary review—Due: 3/28/16 (includes FS12)
  - Tenured Associate (FT12) and Professor (FT11):
    - Annual Review—Due: 5/13/16
    - 5-year peer review—Due: 6/3/16
  - Clinical Review—Due: 4/15/16
  - Lecturer Review—Due: 4/15/16
  - Visitors with multi-year terms—Due: 4/15/16
  - Annual Adjunct Review—Due: 6/3/16
- Exemptions:
  - If a review is scheduled for a DEO, a workflow form still needs to be completed, listing “exempt” as the reason. Other reasons for exemption: Promotion Review, within one year of retirement, leave of absence, resigned/terminated.

**APR Update**  
Contact: Wendy Danger (5-2615), Karen Noggle, Alaina Hanson

- Please remind your faculty to update their APR profiles by March 4, 2016.
- In Spring 2016 curriculum 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.
The College will save the CV report on the shared drive by March 11, 2016, in departmental folders.
- For the time being, CLAS will want faculty to continue to fill out the Teaching Table with their ACE evaluations instead of entering them into the APR (this process is not required by the College).

**PTEAP—Due March 4, 2016**
Contact: Wendy Danger

- 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.
  - The Office of the Provost Web Portals Departmental Summary Table report will be sent from the Department (electronically or hard copy) to the College along with signed Individualized Portfolios, as an attestation from the DEO that they met with the faculty about PTEA.
- If there are any updates to be made after the March 4 deadline, please send a corrected copy to Wendy Danger, 240 SH, no later than May 1.

**Sexual Harassment Prevention Education**
Contact: Wendy Danger

- The next quarterly deadline is 3/31/2016.
- The College expects 100% compliance.
- Wendy Danger will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement.
  - Please use the report titled, “SH Training Due This Quarter” in Self-Service to check and plan your department’s compliance.
- Beginning in AY 2016-2017, the College will require all new faculty to be SHPE 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: `\DeansOffice\Faculty Offer Letter Templates\16-17`
- Cluster hires have specific language in the offer letters. There is a ‘Cluster Hires’ folder, if you are making a hire in this category please use these templates.
- Please use the templates for 16-17, as they have updated language from the year before.
- PDF of Dean Curto’s search workshop presentation (attached in e-mail).
- Please note: if you plan to make an offer to a candidate with a current appointment at another AAU institution, this offer must be made by May 1.
- Notify Alaina Hanson when anyone accepts or declines an offer.