



Quarterly Newsletter- Spring Edition

MARCH 12, 2018

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Helpful Links:

[CLAS ASG Wiki](#)

[Provost Faculty HR for Administrators](#)

[Faculty Appointments and Review](#)

[DEO Calendar](#)

[Due Dates for Faculty Reviews](#)

Promotion & Tenure:

[Procedures](#)

APR Links:

[CLAS APR Helpful Info](#)

PTEAP:

[PTEAP Memo](#)

[Web Portal](#)

Faculty Recruitment:

[Cluster Hire Manual](#)

Helpful N Drive Locations:

N:\DeansOffice\CLAS Faculty CVs 2018\Department

N:\DeansOffice\Faculty Offer Letter Templates\18-19

Upcoming Deadlines:

- See "Faculty Review" section for review deadlines.
- March 31: Quarterly SHPE Deadline.
- April 1: DEOs must notify Allison Bierman, in the Dean's Office, of all faculty who intend to submit applications for 2019-20 CDA awards (Due Date of application: September 2018).
- April 1: DEOs must be notified of any Instructional Faculty or any Tenure-Track faculty who wish to go up for P&T early.
- April 2: Promotion & Tenure Workshop, 1:15-3:15 pm, 2520D UCC
- April 6: PTEAP due via the web portal.
- April 15: DEOs should notify the College of all P&T cases for the upcoming year; this includes promotions to Associate Professor of Instruction.
- April 30: eCOIs due.
- May 1: Proposals for CLAS Excellence & Innovation Funds due.
- Merit Raise Spreadsheets are due to the College one week prior to the DEOs meeting with the Dean. The spreadsheets can be found at:
U:\CLAS\GeneralUse_Accounting\

Announcements:

- If you know of faculty who will be resigning/retiring effective 6/30/2018, please process those termination forms as soon as you are able (required attachment: resignation letter). If you need to give a retiring faculty emeritus status, you will term their appointment and initiate a complimentary appointment effective 7/1/2018.
- If you need to complete a COS or LWOP/LWP for the next academic year (18-19), please wait until after the budget file has been loaded. If you have any questions about this please contact Erin Herting.

Upcoming Workshops:

Contact: Carole Kern (5-2615)

- Promotion and Tenure Workshop: April 2, 1:15-3:15 p.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 Carole Kern.
- Please check the DEO Mailing and DEO Calendar for upcoming workshops.

eCOI:

Contact: Carole Kern (5-2615)

- The 2018 [Annual Disclosure of Outside Professional Activities and Interests](#) began on January 1, 2018. Go into the [eCOI online disclosure system](#) to complete the Annual Disclosure and/or update the record.

Merit Raises for Faculty

Contact: Meliza Wise (3-2639), Erin Herting (4-0559)

- Eligibility for a merit raise:
 - Has affirmed their APR by the deadline;
 - Has a positive review in all areas of responsibility (i.e. teaching, research, and service).
- Merit Raise Spreadsheets are due to the College one week prior to the DEOs meeting with the Dean. The spreadsheets can be found at:
N:\CLAS\GeneralUse_Accounting\- DEO Activity Reports should be sent to brenda-gritsch@uiowa.edu one week prior to the DEO meeting with the Dean.
- The Merit Raise Workshop was held on February 26, 2018. If you were unable to attend this workshop, please contact Carole Kern to receive your packet.
- The annual faculty evaluation/salary meetings will begin in April between the DEOs and Deans.

Faculty Line Proposals

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

- Were due to the College via MAX 2.0 by February 21, 2018.
- 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 in the summer.

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 notify the Dean's Office of all P&T candidates by April 15 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 promotion to Associate Professor/Professor of Instruction are **required** to meet with Dean Curto in advance of the April 1 deadline.

Visitor Requests

Contact: Jeff Donoghue (5-2605)

- Due to the College via CLAS MAX 2.0 by April 2, 2018.

TA Appointments


Contact: Christine Getz or Allison Bierman (5-3994)

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

Faculty Reviews

Contact: Alaina Hanson (5-3015)

- 3rd year contract renewal DCG lists were sent out in February. If you have any issues with these, please contact Alaina Hanson.
- Reviews that require a classroom observation:
 - All probationary faculty reviews (jobcode FS13 and FS12).
 - Clinical reappointment reviews.
 - 5-year peer reviews (extended and standard).
 - Instructional Faculty for each of the first 6 years of appointment and every subsequent reappointment review thereafter.
 - Visitor appointments who will be renewed the following year.
 - Adjunct appointments whose complimentary appointments are up for renewal (every 3 years).

- Type of Review and Due Date (**in workflow**):
 - Assistant Professors (FS13):
 - 3rd year contract renewal—**Due: 3/9/18**
 - Annual probationary review—**Due: 3/26/18** (includes FS12)
 - Tenured Associate (FT12) and Professor (FT11):
 - Annual Review—**Due: 5/11/18**
 - 5-year peer review—**Due: 6/1/18**
 - Clinical Review—**Due: 4/13/18**
 - Instructional Faculty Review—**Due: 4/13/18**
 -  Instructional faculty will be required to have an annual review **every** year. Every third or fifth year (depending on their contract) they will be required to have a reappointment review which will require a classroom observation.
 - Visitors with multi-year terms—**Due: 4/13/18**
 - Annual Adjunct Review—**Due: 6/1/18**
- The Faculty Review Application Portal (FRAP) is up and running and in its second year of operation.
 - Self-service -> Administration -> Faculty Review Application
 - You will initiate the tenure-track, clinical-track, and instruction-track reviews out of this system. (**Please note: If you are missing instructional faculty from your list, please contact me immediately**).
 - If you have a faculty member who you believe needs an exemption for any of the following reasons: administrative deferral (i.e. DEO), LOA, resigned/terminated, within 1 year of retirement, etc.) please let me know. A workflow form no longer needs to be processed for these types of exemptions.

APR

Contact: Carole Kern (5-2615), Karen Noggle (5-2354), Alaina Hanson (5-3015)

- APRs are required to be affirmed by the last working day in February, each year.
- Merit increase evaluations will be based on the information entered in the APR.
 - Faculty who have **not** affirmed their APR by the deadline are **not** eligible for a merit increase.
 - The College will save the CV report on the shared drive, 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 April 6, 2018

Contact: Carole Kern (5-2615)

- The Office of the Provost Web Portal 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 April 6 deadline, please send a corrected copy to Carole Kern, 240 SH, no later than May 1.

Sexual Harassment Prevention Education

Contact: Alaina Hanson (5-3015)

- The next quarterly deadline is 3/31/2018.
- The new online course for UI employees, *Harassment Prevention & Response*, will be available to campus by noon on Monday, March 5, 2018.

- The College requires 100% compliance.
- The CLAS HR team will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement; within one week of the due date, Raúl Curto, Nancy Fick, and Christine Getz (respectively) will contact any employees who still have not yet completed the training.

Faculty Recruitment

Contact: Alaina Hanson (5-3015)

- Offer letter templates are located here for your convenience:
N\DeansOffice\Faculty Offer Letter Templates\18-19.
 - Temporary Faculty: You will have access to this folder (if you don't, contact Alaina so she can give you access)
 - Permanent Faculty: This folder is locked on purpose. Please contact Alaina or Jenny Britton for the correct template.
- **Note:** These templates are constantly updated with new language and new policy requirements, please request a new offer letter for each search, as there may have been a change since you last requested a template.
- 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.