



Quarterly Newsletter- Spring Edition

MARCH 19, 2021

ALAINA-HANSON@UIOWA.EDU, 5-3015

Helpful Links:

[ASG Wiki](#)

[Provost Faculty HR
for Administrators](#)

[Faculty
Appointments and
Review](#)

[DEO Calendar](#)

[CLAS Policies &
Procedures](#)

[COVID-19 Updates](#)

Promotion & Tenure

[Procedures](#)


DEO Mailing

[Recent Mailings](#)



Denotes something that has changed in policy or procedure.

Important dates to keep in mind:

- March 22: Annual Reviews of Probationary Faculty due in FRAP.
- March 31: Quarterly Harassment Prevention Deadline
- April 9: Annual and Contract Renewal Reviews of Clinical-Track faculty due in FRAP.
- April 9: Instructional Track faculty annual reviews due in FRAP
-  April 9: Instructional Track faculty reappointment reviews due in OneDrive folder
- April 9: Visitors appointed with multiple year terms, continuing into 21-22, due via email to Alaina Hanson.
- April 9: PTEAP [due](#)
- April 15: DEO informs candidates for promotion and/or tenure review of the materials to be submitted for the promotion dossier and the deadline for submission.
- April 30: eCOI due
- May 7: Annual Reviews of Tenured Faculty due in FRAP.
- June 4: Adjunct reviews due.
- June 4: Five-year Peer Reviews of tenured faculty due in FRAP.

Faculty Reviews

Contact: Alaina Hanson (5-3015)

Location: Self Service->Human Resources Systems->Faculty Admin Center (FAC)->Faculty Review Application (FRAP)

- [Due Dates for Faculty Reviews](#)
- Required attachments for different review types:
 - Tenured annual review:
 - [Annual review form](#)
 - Five-Year Peer Review of tenured faculty:
 - [Summary assessment form](#)
 - CV
 - Classroom observation (narrative)
 - Faculty response (if applicable)
 - [Peer review cover sheet](#) (if extended review)
 - [DEO's recommendation of actions to be taken form](#) (if applicable)
 - Annual probationary review:
 - CV
 - Report on their record of teaching, scholarly/creative work, and service (narrative)
 - Faculty response (if applicable)
 -  [Impact of 2020-2021 Disruptions on Research Productivity](#) (optional)
- 3rd year contract renewal (tenure-track):

- CV
- Teaching statement and teaching table – provided by faculty member
- Classroom observation(s)
- Research/creative work statement – provided by faculty member
- Service statement – provided by faculty member
- Committee report
- DCG cover sheet with signatures and vote
- DCG report (if applicable)
- DEO letter
- Response from faculty member (if applicable)



- [Impact of 2020-2021 Disruptions on Research Productivity](#) (optional)

- Instructional Faculty annual review:

- [Annual review form](#)
- CV
- Classroom observation (required for first 6 years and every reappointment thereafter)



- Instructional Faculty reappointment review: **Please note the new process this year (below)**

- Step 1: Submit the below documents into the OneDrive folder you all have been given access to.
- Step 2: Associate Deans will review and discuss with the DEO appropriate terms and lengths of contracts for newly reappointed instructional track faculty.
- Step 3: You will receive an offer letter template to complete and have signed by the faculty member.
- Step 4: Submit (1) the reappointment review form, (2) CV, (3) classroom observation, (4) signed offer letter; into FRAP for routing.

Required Attachments in OneDrive:

- [Reappointment review form](#)
- CV
- Classroom observation(s)
- Teaching Evaluations

Please note: The new faculty status end date on the reappointment form should be listed as 6/30 of the year the next reappointment review will happen. (Example: if Faculty Member A is reappointed for one year, the new end date will be 6/30/2022.)

Once you have completed an Instructional Faculty reappointment Review in FRAP. This review form will act as a COS so **no additional COS will need to be done to extend the Instructional faculty's contract.**

Temporary Alternative Work Arrangements (TAWAs)

- [Preliminary guidelines](#) related to the Future of Work@Iowa
- As noted in a previous announcement, there will **not** be a TAWA process for the Fall 2021 semester. If your faculty currently have a TAWA in place it will be effective until 8/3/2021.
- Normal FMLA/ADA processes should be followed if there are any leave or accommodation situations for the fall semester.
- Please contact your HR Representative if you have any questions.

Summer Salary for Faculty

- [Current Policy](#)
- Please request a summer session offer letter template from your HR Representative. We have four unique templates, when requesting please specify if the instructor is:
 - Instructional track
 - Tenure-track
 - Adjunct/Visitor
 - P&S staff

Special Compensation Process

- [Current Policy](#)
- Submit prior special comp workflow form with a draft offer letter attached and a comment in the remarks section indicating that the signed letter will be attached on the payment form. This will allow the department and college to review the letter and make sure everything is in order prior to finalizing.
- Once prior special comp form is approved, the department can release the offer letter to the faculty/staff member.
- Submit the special comp payment form which will have the signed offer letter attached.

The prior special comp form will need to be initiated and approved/denied in advance of the start of the semester, giving time to cancel the course or make other arrangements if the special comp arrangement is denied for any reason.

Important Reminders:

- If you know of faculty who will be resigning/retiring effective 6/30/2021, 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 terminate their regular appointment and initiate a complimentary appointment effective 7/1/2021 with an end date of 6/30/2099.
- There is emeritus status for Instructional faculty, same rules apply. Use code FE15, FE12, FE11 (Lecturer, Associate Professor of Instruction/Practice, and Professor of Instruction/Practice, respectively).
- If you need to complete a COS or LWOP/LWP for the next academic year (21-22), please do so before the budget file closes. If you have any questions about this please contact Erin Herting.

eCOI—Due April 30, 2021:

Contact: Carole Kern (5-2615)

- The Annual Disclosure of Outside Professional Activities and Interests began on January 1, 2021. Go into the [eCOI online disclosure system](#) to complete the Annual Disclosure and/or update the record.

TA Appointments:

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

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

Phased Retirement Forms:

- If you hear of faculty wanting to participate in the phased retirement program, please have them contact their HR Representative to fill out the paperwork.
- The document must be filled out a specific way; otherwise, the form has to be re-routed for signatures.

Promotion & Tenure

Contact: Brenda Gritsch (5-2610)

- The DEO must notify Maggy Tomova or Roland Racevskis, copying Brenda Gritsch of all P&T candidates by April 15.
- It is highly recommended that early tenure and promotion to Associate Professor or promotion to Professor candidates meet with the Area Associate Dean in advance of the deadline.
- Candidates for tenure and promotion to Associate Professor/Professor of Instruction are **required** to meet with the Area Associate Dean.


Harassment Prevention Education

Contact: HR Representative

- The next quarterly deadline is March 31, 2021.
- The College expects 100% compliance.
- The HR team will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement.
- EOD is estimating the course will take 2 hours to complete. They recommend working on these courses in multiple sessions.

Faculty Recruitment

Contact: Alaina Hanson

- Please contact your HR Representative for the offer letter template.
- If you are planning to interview tenure-track applicants, these applicants must have a meeting with their Area Associate Dean within the search process.
-  If you are planning on having on campus interviews, you will need to submit your on-campus plan including COVID-19 mitigation plans to faculty@uiowa.edu. If you need a guide of what this may look like, please contact Alaina Hanson.

Faculty Appointments (in Workflow)

Contact: Alaina Hanson or Ryan Kirkey

- 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, current 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. Please contact your HR Representative if you need assistance. 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.

