



## Quarterly Newsletter- Spring Edition

APRIL 2, 2019

[ALAINA-HANSON@UIOWA.EDU](mailto:ALAINA-HANSON@UIOWA.EDU), 5-3015

### 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 2019\Department

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



Denotes something that has changed in policy or procedure.

### Important dates to keep in mind:

- See workshop dates below.
- March 8: Third-year Reviews of Probationary Faculty due in FRAP.
- March 25: Annual Reviews of Probationary Faculty due in FRAP.
- April 12: Annual and Contract Renewal Reviews of Clinical-Track faculty due in FRAP.
- April 12: Instructional Track faculty reviews (annual and reappointments) due in FRAP
- April 12: Visitors appointed with multiple year terms, continuing into 19-20, due via email to Jenny Britton.
- April 26: PTEAP [due](#)
- April 30: eCOI [due](#)
- May 10: Annual Reviews of Tenured Faculty due in FRAP.
- June 7: Adjunct reviews due via email to Jenny Britton.
- June 7: Five-year Peer Reviews of tenured faculty due in FRAP.

### Upcoming Workshops:

Contact: Carole Kern (5-2615)

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

#### Spring 2019 Workshops

- Promotion and Tenure Process Workshop: **April 25, 1:30-3:30 p.m., 2520D UCC.**
- Merit Raise Workshop: **May 2, 1:30-3:30 p.m., 2520D UCC.**

#### Fall 2019 Workshops

- Promotion and Tenure Process Workshop: **August 28, 1:30-3:30 p.m., 2520D UCC.**
- Faculty Search Process Workshop: **September 4, 1:30-3:30 p.m., 2520D UCC.**
- Merit Raise Workshop: **September 16, 1:30-3:30 p.m., 2520D UCC.**
- Faculty Review Workshop: **October 24, 1:30-3:30 p.m., 2520D UCC.**
- APR/CV Workshop for Instructional Track Faculty: **November 4, 1:30-3:00 p.m., 2520D UCC.**
- APR/CV Workshop for Assistant Professors: **November 11, 1:30-3:00 p.m., 2520D UCC.**
- APR/CV Workshop for Associate Professors: **November 18, 1:30-3:00 p.m., 2520D UCC.**

### Important Reminders:

- If you know of faculty who will be resigning/retiring effective 6/30/2019, 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 regular appointment and initiate a complimentary appointment effective 7/1/2019.
- There is now emeritus status for Instructional faculty, same rules apply. Use code FE15, or FE12.
- If you need to complete a COS or LWOP/LWP for the next academic year (19-20), please wait until after the budget file has been loaded. If you have any questions about this please contact Erin Herting.

### **eCOI—Due April 30, 2019:**

Contact: Carole Kern (5-2615)

- The [2019 Annual Disclosure of Outside Professional Activities and Interests](#) began on January 1, 2019. Go into the [eCOI online disclosure system](#) to complete the Annual Disclosure and/or update the record.

### **Faculty Line Proposals**

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

- The Executive Committee will meet to discuss and recommend which proposals will be authorized in mid to late April.
- Authorization, denial, and reauthorization letters will be sent out in the summer.

### **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>

### **Visitor/Adjunct Policy:**

- <https://clas.uiowa.edu/deos/ mailing/ september-26-2018/new-clas-visiting-and-adjunct-appointment-guidelines>
- All visitors who will have a 50% or greater appointment for the academic year must be hired via a formal search.
- You may still use a 3 day ad to hire visitors for one semester or adjuncts. Please let Alaina know if you have any questions.

### **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 DEO must notify the Dean Curto 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 Dean Curto in advance of the deadline.
- Candidates for tenure and promotion to Associate Professor/Professor of Instruction are **required** to meet with Dean Curto.
- 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

- Required attachments for different review types:
  - Tenured annual: [annual review form](#)
  - Five-Year Peer: [Summary assessment form](#), CV, classroom observation
  - Annual probationary review (1, 2, 4, 5): CV, report on their record or teaching, scholarly/creative work, and service (no specific form), response from faculty member (if applicable).
  - 3<sup>rd</sup> 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 is June 30, 2019.
- 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

- 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.











