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:

- 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:
  o Tenured annual: annual review form
  o Five-Year Peer: Summary assessment form, CV, classroom observation
  o 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).
  o 3rd 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)
  o Instructional Faculty annual review: annual review form, CV, classroom observation (required for first 6 years and every reappointment thereafter)
  o 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.