Helpful Links:

- Provost Faculty HR for Administrators
- Faculty Appointments and Review
- DEO Calendar
- Promotion & Tenure
- Procedures
- Faculty Recruitment:
- Cluster Hire Manual
- PTEAP:
- Web Portal

Helpful N Drive Locations:

- N:\DeansOffice\CLAS Faculty CVs 2016\Department
- N:\DeansOffice\Faculty Offer Letter Templates\16-17

New Collegiate Policy:

- If a workflow form, that affects pay, is initiated within three business days of payroll cutoff, on-time pay cannot be guaranteed. Please budget time accordingly, and allow enough time for forms to be processed.

Important Reminders:

- The budget file is due by noon on June 15, 2016.
- Please enter termination forms into workflow that are occurring on or before June 30, 2016, as soon as possible.
- In mid-July, forms for leaves that will reduce pay should be entered into workflow.

Upcoming Workshops:

Contact: Wendy Danger (5-3015)

- Promotion and Tenure Workshop: August 29, 1:00-3:30 p.m., 2520D UCC
  - Required attendees: DEO of each faculty candidate, the chair of the P&T committee, departmental administrator, and other key personnel involved with the P&T process. Please RSVP to Wendy Danger.
- Search Workshop: September 8, 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.
- APR/CV Workshop for Assistant Professors: November 1, 11:30 a.m.-1:00 p.m., 2520D UCC. Please RSVP to Wendy Danger.

Important dates to keep in mind:

- June 3: 5-year Peer Reviews due in Workflow.
- June 3: Annual adjunct reviews due to Alaina (via campus mail, 240 SH).
- August 16: New DEO Orientation.
- August 17-18: New Faculty Orientation.
- August 22: Start of Fall 2016 semester (faculty appointments should be effective, August 17, 2016).
- August 26: CDA proposals due to DEO.
- September 1: Promotion & Tenure dossier must be submitted to DEO.
- September 2: CDA DEO recommendations due to Dean.
- September 30: DEO concludes process of soliciting external evaluations.
- October 5: CDA Collegiate recommendation due to Provost.
- October 9: Newly Tenured Workshop
- October 19: Newly Promoted Workshop
- October 21: May Brodbeck Humanities Fellowship proposal due to DEO.
- October 28: May Brodbeck Humanities Fellowship DEO recommendations due to Dean.
- December 2: May Brodbeck Humanities Fellowship Collegiate recommendations due to Provost.
• APR/CV Workshop for Associate Professors: November 10, 8:00-9:30 a.m., 2520D UCC. Please RSVP to Wendy Danger

• APR/CV Workshop for Lecturers: November 16, 11:30 a.m.-1:00 p.m., 2520D UCC. Please RSVP to Wendy Danger

Promotion & Tenure
Contact: Alaina Hanson (5-3015), Brenda Gritsch (5-2610)

• Please be sure to send Dean Curto the super-list of potential external reviewers for approval.

• Effective July 1, 2016, the APR will be used to report faculty activities for internal promotion and tenure processes. To clarify, you may still send a personal CV to external evaluators, but the APR will be used for the discussion of cases at the collegiate level.

New Faculty Orientation (NFO)
Contact: Wendy Danger (5-2615)

• NFO will be held on Wednesday, August 17 and Thursday, August 18.
• All new faculty who will have a 50% or greater appointment for the academic year, will be required to attend. Alaina will send you a list later in the summer to confirm the correct attendance list.
• Attached is the NFO schedule.

Faculty Appointments (in Workflow)
Contact: Alaina Hanson (5-3015) or Jen Reynolds (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.
  o 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,
  o 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.
• Please submit appointments for new faculty as soon as you are able to.
• Attachment Requirements:
  o New Appointments- CV, signed offer letter, letters of recommendation (if tenure track or clinical track)
  o New Complimentary Appointments- CV, signed complimentary offer letter
  o New Adjunct Support form- signed offer letter
  o 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.
Faculty Reviews
Contact: Alaina Hanson (5-3015)

- LEAN Event Update—the group has split into working groups.
- The new system will NOT be in place for the academic year 2016-17. The current system will be used for another year.
- Once there is a draft system, we will invite key administrators to test the system and give detailed feedback to our developers.

PTEAP
Contact: Wendy Danger

- Please update the PTEAP Web Portal when you learn of resignations/retirements/leaves.
- Also, please update the portal of newly tenured faculty (effective July 1).

Sexual Harassment Prevention Education
Contact: Wendy Danger

- The next quarterly deadline is 6/30/2016.
- The College expects 100% compliance.
- Wendy Danger will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement.
  - Login to Employee Self-Service, Personal tab, Compliance & Qualifications, My Compliances, Actions & Reports, Harassment Prevention Compliance Due This Quarter. Filter by Compliance Title—type Harassment and select ‘Harassment Prevention (UI)’, click add. Type Harassment and select ‘Harassment Prevention (UI TAs), click add. Click run report 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. (For new faculty starting in Fall 2016, the due date is September 30, 2016.)
  - 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: N\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.
- Notify Alaina when anyone accepts or declines an offer.
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