



Quarterly Newsletter- Summer Edition

JUNE 23, 2017

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Helpful Links:

[Provost Faculty HR for Administrators](#)

[Faculty Appointments and Review](#)

[DEO Calendar](#)

[Deadlines for Faculty Development Programs](#)

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



Denotes something that has changed in policy or procedure.

Important dates to keep in mind:

- June 2: 5-year Peer Reviews due in Workflow.
- June 2: Annual adjunct reviews due to Alaina (via campus mail, 240 SH).
- August 15: New DEO Orientation.
- August 16-17: New Faculty Orientation.
- August 18: Spring Development Leave Reports due to DEO.
- August 21: Start of Fall 2017 semester (faculty appointments should be effective, August 16, 2017).
- August 24: 2018-2019 CDA [Applications](#) due to DEO
- August 25: Spring Developmental Leave Reports due to Dean w/ DEO approval.
- September 1: 2018-2019 CDA [Applications](#) due to Dean w/ DEO approval.
- September 30: Quarterly SHPE deadline.
- October 2: CLAS DSHB Faculty Scholar Award [Applications](#) due to DEO.
- October 9: Spring 2017 Flex Load Reports due to Dean.
- October 13: James Van Allen Natural Sciences Fellowship [Applications](#) due to DEO.
- October 20: James Van Allen Natural Sciences Fellowship Applications due to Dean w/ DEO approval.
- October 23: 2018-2019 Flex Load [Applications](#) due to DEO.
- October 30: 2018-2019 Flex Load [Applications](#) due to Dean.
- November 1: CLAS DSHB Faculty Scholar Award Applications due to Dean w/ DEO approval.
- November 6: Summer 2017 Old Gold [Reports](#) due to Dean.
- December 4: Summer 2018 Old Gold [Applications](#) due to DEO.
- December 11: Summer 2018 Old Gold [Applications](#) due to Dean.

Important Reminders:

- The budget file is due by **10:00 am on June 14, 2017**.
- Please enter termination forms into workflow that are occurring on or before June 30, 2017, as soon as possible.
- New salaries will be visible in the ePersonnel file starting July 5.
- In mid-July, forms for leaves that will reduce pay should be entered into Workflow.

Upcoming Workshops:

Contact: Carole Kern (5-2615)

- Promotion and Tenure Workshop: **August 28, 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 Carole Kern.
- Search Workshop: **September 7, 8:30-10:30 a.m., 2520D UCC**
 - Required attendees: search committee chairs, departmental administrators, DEOs, and other key personnel involved in the search process. Please RSVP to Carole Kern.

- Newly Tenured Faculty Workshop: **October 4, 3:00-5:00 p.m., 2390 UCC Executive Boardroom**
- Newly Promoted Faculty Workshop, **October 26, 3:15-5:00 p.m., 2390 UCC Executive Boardroom**
- APR/CV Workshop for Associate Professors: **November 2, 1:30 p.m.-3:00 p.m., 2520D UCC.** Please RSVP to Carole Kern.
- APR/CV Workshop for Instructional Faculty: **November 6, 1:30-3:00 p.m., 2520D UCC.** Please RSVP to Carole Kern.
- APR/CV Workshop for Assistant Professors: **November 16, 1:30-3:00 p.m., 2520D UCC.** Please RSVP to Carole Kern.

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 is being 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: Carole Kern (5-2615)

- NFO will be held on Wednesday, August 16 and Thursday, August 17.
- All new tenure track, clinical track, instructional track, and visiting 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 a draft 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.
 - 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.
- Please submit appointments for new faculty as soon as you are able to.
- Attachment Requirements:
 - New Appointments- CV, signed offer letter, letters of recommendation (if tenure track or clinical 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.

Faculty Reviews

Contact: Alaina Hanson (5-3015)

- The new review system was debuted in academic year 2016-17. The feedback has been uniformly positive.
- In AY 17-18, instructional faculty will be added to the review system. The old review system will cease to exist after 16-17 Lecturer reviews are completed.
- AY 17-18 data will be available to you this summer. The leadership team has decided to not enable the “start” button for 17-18 reviews until January 1, 2018.

PTEAP

Contact: Carole Kern

- Please update the PTEAP Web Portal when you learn of resignations/retirements/leaves.

Sexual Harassment Prevention Education

Contact: Carole Kern

- The next quarterly deadline is 6/30/2017.
- The College expects 100% compliance.
- Carole Kern 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.
- 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 2017, the due date is September 30, 2017.)
 - 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\17-18.**
- If you are hiring a regular faculty member (tenure track, clinical track, or instructional track) please contact Alaina 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.



Instructional Track Transition

Contact: Alaina Hanson

- As you know, the Instructional Track Faculty Policy has been approved at all levels and will become effective July 1, 2017.
- We are currently in the transition process of moving over all current FH15’s into the new job codes.
- The new job codes are as follows:
 - FN15 (Lecturer)
 - FN12 (Associate Professor of Instruction/Practice)
 - FN11 (Professor of Instruction/Practice)

- I am working on a transition document to serve as the new offer letter for all current Lecturers. I will be in touch with you to help fill in these offer letters to make the transition smooth.
- In the offer letter, you will need to specify the teaching percentage as well as the specific courses to be taught and the service percentage for each Instructional Faculty member.