



Quarterly Newsletter- Summer Edition



JUNE 1, 2019

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Helpful Links:

[ASG Wiki](#)

[Provost Faculty HR for Administrators](#)

[Faculty Appointments and Review](#)

[DEO Calendar](#)

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

Welcome Dean Steve Goddard!

Upcoming Deadlines:

- See workshop dates below.
- August 16: Spring Development Leave [Reports](#) due to DEO.
- August 20: New DEO Orientation.
- August 21-22: New Faculty Orientation.
- August 23: Spring Developmental Leave [Reports](#) due to Dean w/ DEO approval.
- August 26: Start of Fall 2019 semester (faculty appointments should be effective, August 21, 2019).
- August 30: 2020-21 CDA [Applications](#) due to DEO.
- September 3: APR verify for annual merit review process due
- September 6: 2020-2021 CDA [Applications](#) due to Dean w/ DEO approval.
- September 30: Quarterly SHPE deadline.
- October 1: CLAS DSHB Faculty Scholar Award Applications due to DEO.
- October 7: Spring 2019 Flex Load [Reports](#) due to Dean.
- October 18: Van Allen Natural Sciences Fellowship [applications](#) due to DEO.
- October 21: 2020-2021 Flex Load [Applications](#) due to DEO.
- October 25: Van Allen Natural Sciences Fellowship [applications](#) due to Dean w/ DEO approval.
- October 28: 2020-21 Flex Load [Applications](#) due to Dean w/ DEO approval.
- October 31: CLAS DSHB Faculty Scholar Award [Applications](#) due to Dean w/ DEO approval.
- November 5: Summer 2019 Old Gold [Reports](#) due to Dean w/ DEO signature.
- December 2: 2020 Old Gold Summer Fellowship [applications](#) due to DEO.
- December 9: 2020 Old Gold Summer Fellowship [applications](#) due to Dean w/ DEO approval.
- December 9: Tenure and Instructional-Track Promotion cases due to CLAS.
- December 16: Promotion to Full Professor cases due to CLAS.

Upcoming Workshops:

Contact: Carole Kern (5-2615)

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


- Promotion and Tenure Workshop: **August 28, 1:30-3:30 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.
- Search Workshop: **September 4, 1:30-3:30 p.m., 2520D UCC**,
 - Required attendees: search committee chairs, departmental administrators, DEOs, and other key personnel involved in the search process.
- Faculty Merit Raise Workshop: **September 16, 1:30-3:30 p.m., 2520D UCC.**
- Newly Tenured Workshop for Faculty Promoted to Associate Professor: **October 2, 1:30-3:30 p.m., 2520D UCC.**



Denotes something that has changed in policy or procedure.


- Newly Promoted Workshop for Faculty Promoted to full Professor, **October 10, 1:30-3:30 p.m., 2390 UCC Executive Boardroom**
- Faculty Review Workshop: **October 24, 1:30-3:30 p.m., 2520D UCC**
 - Required attendees: DEOs and departmental administrators.
- APR/CV Workshop for Instructional 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 p.m.-3:00 p.m., 2520D UCC.**

Important Reminders:

-  Please stop processing all forms for current employees, while the budget file is open. You may resume in July. This is true for all forms effective July 1 or before. If you do process forms, please update the budget file also.
- In July, forms for leaves that will reduce pay, changes of status that change percentage or pay should be entered into Workflow prior to payroll cutoff (5 working days before the end of the month).
- Please check your To Be Paid reports. If there are forms entered into workflow while the budget file is open they may not process correctly.

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 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.
- Hiring a visiting faculty member:
 - The same search process must be followed when searching for a visitor.
 - If you are planning to extend a visitor into a second year and you did **NOT** run a search when you hired them, ie: you ran a 3-day ad, you must either run a search or be approved for a waiver to hire.
 - Visitors may only be hired up to 3 consecutive academic years.
 -  Starting in 2019-20, you may list the minimum salary from the salary chart on your visitor requisitions (ie. \$45,000 to commensurate).
 - If you are unsure if you want to hire a visiting assistant, associate, or full professor, please advertise for a visiting appointment with open rank. You may list the different salaries based on appointment level (if you wish).
 - Now that we are running searches for our academic year visitors, please be cognizant of potential conflicts of interest. Latest examples:
 - A member of the committee directed the dissertation of an applicant.
 - A member of the committee wrote a recommendation letter for an applicant.

Moving Expenses:

- Moving expense reimbursements will be treated as wages and subject to federal and state tax withholding.

- Reimbursements must be paid through the HR Transaction system as Special Compensation (no prior approval required) under the category "Employment Agreement – Transition and Relocation".
- Departments will reimburse actual expenses; it is up to the department to collect receipts, verify charges, and attach them to the payment form.
- Authorization for payment of moving expenses above \$3,000 requires approval from the dean (attach authorization [form](#)).
- Payments may occur upon the first day of employment of a regular appointment.
- It is at the discretion of the department if they wish to gross up the payment offered by 30% to account for the resulting payroll taxes; please note, any gross up will be the responsibility of the department by use of their foundation accounts.
- The department may request an off-cycle check to expedite payment.
 - If an employee requests that an extra compensation payment be paid outside of the employee's regular payroll, then the payment is subject to supplemental tax withholding. Supplemental withholding rates are 22% for federal tax and 6% for Iowa tax. If appropriate, social security and Medicare tax will also be withheld at 6.2% and 1.45%.

Promotion & Tenure

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

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



- 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.

New Faculty Orientation (NFO)

Contact: Carole Kern (5-2615)

- NFO will be held on **Wednesday, August 21 and Thursday, August 22 from 8:00 a.m.-5:00 p.m.**
- 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**. An email will be sent to you regarding who should attend. Please respond ASAP.
- There will be a few changes made to the schedule, which will be distributed when drafted.

Faculty Appointments (in Workflow)

Contact: Alaina Hanson (5-3015) or Meliza Wise (3-2639)

- A 3-day ad needs to be run when (follow rules below):
 - You are hiring an adjunct,
 - You are hiring a visitor for less than 50% for the AY.
- 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 permanent faculty as soon as you are able to.
- 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/will be met by the start date.

Faculty Reviews

Contact: Alaina Hanson (5-3015)

Location: Self Service->Administration->Faculty Review Application

- AY 19-20 data will be available in the review system by August 1.
- I will not be sending out review lists anymore. You will obtain your review list in the review system. If you have any questions, or discrepancies with the list, please let me know.
- If you have reviews that still need to be completed for AY 18-19, please do so ASAP.
- Required attachments for different review types:
 - Tenured annual: [annual review form](#)
 - Five-Year Peer: [Summary assessment form](#), CV, classroom observation
 - Annual probationary review: CV, report on their record or teaching, scholarly/creative work, and service (no specific form), response from faculty member (if applicable).
 - 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)
 - 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



- 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.

PTEAP

Contact: Carole Kern

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

Sexual Harassment Prevention Education

Contact: Alaina Hanson

- The next quarterly deadline is 6/30/2019.
- The College expects 100% compliance.
- The HR team will contact departments with any faculty, staff, or teaching assistants needing to complete this requirement.
 - 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. (For new faculty starting in Fall 2019, the due date is September 30, 2019.)
 - Quarterly Due Dates: March 31, June 30, September 30, December 31.