



Quarterly Newsletter- Summer Edition

JULY 20, 2018

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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 2018\Department

N:\DeansOffice\Faculty Offer Letter Templates\18-19



Denotes something that has changed in policy or procedure.

Important dates to keep in mind:

- See workshop dates below.
- August 14: New DEO Orientation.
- August 15-16: New Faculty Orientation.
- August 17: Spring Development Leave [Reports](#) due to DEO.
- August 21: Start of Fall 2018 semester (faculty appointments should be effective, August 15, 2018).
- August 24: 2019-20 CDA [Applications](#) due to DEO.
- August 24: Spring Developmental Leave [Reports](#) due to Dean w/ DEO approval.
- August 31: 2019-20 CDA [Applications](#) due to Dean w/ DEO approval.
- September 10: Dependent Eligibility Verification due date.
- September 30: Quarterly SHPE deadline.
- October 1: CLAS DSHB Faculty Scholar Award [Applications](#) due to DEO.
- October 8: Spring 2017 Flex Load [Reports](#) due to Dean.
- October 10: May Brodbeck [Applications](#) due to DEO.
- October 22: 2019-20 Flex Load [Applications](#) due to DEO.
- October 26: May Brodbeck [Applications](#) due to Dean w/ DEO approval.
- October 29: 2019-20 Flex Load [Applications](#) due to Dean w/ DEO approval.
- October 31: CLAS DSHB Faculty Scholar Award [Applications](#) due to Dean w/ DEO approval.
- November 6: Summer 2018 Old Gold [Reports](#) due to Dean w/ DEO signature.
- December 3: Tenure and Instructional-Track Promotion cases due to CLAS.
- December 3: Summer 2019 Old Gold [Applications](#) due to DEO.
- December 10: Promotion to Full Professor cases due to CLAS.
- December 11: Summer 2019 Old Gold [Applications](#) due to Dean.

Important Reminders:

- In mid-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 this month. Due to the large amount of forms that were initiated while the budget file was open, it is important to make sure your faculty are being paid appropriately on August 1.



Dependent Eligibility Verification

- Please remind your faculty and staff to verify their dependents listed on their UIChoice plan ([additional information](#)). **Due date: September 10, 2018.**



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.



Automation of Retirement Plan Elections:

- The University will be switching to a new online election form for employees to make retirement plan elections in early summer. Employees will receive an email within 60 days of eligibility to complete their retirement election choosing either IPERS or TIAA via Employee Self Service. A reminder email will be sent at 30 days.

Upcoming Workshops:

Contact: Carole Kern (5-2615)

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

- Promotion and Tenure Workshop: **August 31, 1:00-3:00 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 13, 1:00-3:00 p.m., 2520D UCC**
 - Required attendees: search committee chairs, departmental administrators, DEOs, and other key personnel involved in the search process.
- Faculty Review Workshop: **October 5, 1:00-3:00 p.m., 2520D UCC**
 - Required attendees: DEOs and departmental administrators.
- Newly Tenured Workshop for Faculty Promoted to Associate Professor: **October 11, 1:00-3:00 p.m., 2390 UCC Executive Boardroom**
- APR/CV Workshop for Instructional Faculty: **October 15, 1:15-2:45 p.m., 2520D UCC.**
- APR/CV Workshop for Assistant Professors: **October 22, 1:15-2:45 p.m., 2520D UCC.**
- Newly Promoted Workshop for Faculty Promoted to full Professor, **October 24, 1:30-3:30 p.m., 2390 UCC Executive Boardroom**
- APR/CV Workshop for Associate Professors: **October 29, 1:15 p.m.-2:45 p.m., 2520D UCC.**

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 without prior approval from the Dean.

New Faculty Orientation (NFO)

Contact: Carole Kern (5-2615)

- NFO will be held on **Wednesday, August 15 and Thursday, August 16 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 has been sent to you regarding who should attend. Please respond ASAP.
- Here is a tentative [schedule](#).

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.
- 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 met.

Faculty Reviews

Contact: Alaina Hanson (5-3015)

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

- The only way instructional faculty show up in the new review system is if they have been successfully transferred to their new FN job code. **If you have any Instructional Faculty who are NOT in the system, please let me know immediately.**
- AY 18-19 data is now available in the review system.
-  Please note: I will not be sending out review lists anymore. You will obtain your review list in the new 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 17-18, 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 9/30/2018.
- 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 2018, the due date is September 30, 2018.)
 - 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\18-19.**
- 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.