



Quarterly Newsletter- Back to School Edition

SEPTEMBER 1, 2016

ALAINA-HANSON@UIOWA.EDU, 5-3015

Helpful Links:

[Provost Faculty HR for Administrators](#)

[Faculty Appointments and Review](#)

[DEO Calendar](#)

[Instructional Track Faculty Appointments](#)

[Promotion & Tenure](#)

[Procedures](#)

[Faculty Recruitment:](#)

[Cluster Hire Manual](#)

[PTEAP:](#)

[Web Portal](#)

[New Associate Dean Position:](#)

[DEO Mailing](#)

[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:

- September 1: Promotion & Tenure dossier must be submitted to DEO.
- September 2: CDA DEO recommendations due to Dean.
- September 8: Faculty Search Process Workshop
- September 26: Annual Faculty Meeting, 3:30 pm, Senate Chamber
- September 30: DEO concludes process of soliciting external evaluations.
- October 3: [DSHB Faculty Scholar Award Application due to DEO](#)
- 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.
- October 28: [Flexible Load Applications due to Dean](#)
- November 1: APR/CV Workshop for Assistant Professors
- November 1: DSHB Faculty Scholar Award Application due to Dean
- November 7: [2016 Old Gold Reports due to Dean \(with DEO signature\)](#)
- November 10: APR/CV Workshop for Associate Professors
- November 16: APR/CV Workshop for Lecturers
- December 2: May Brodbeck Humanities Fellowship Collegiate recommendations due to Provost.
- December 2: [Old Gold Summer Fellowship Applications due to DEO](#)
- December 12: Old Gold Summer Fellowship Applications due to Dean



New Collegiate Policy:


- If a workflow form (anytime of the year) 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:

- Please remember to run your Faculty Status End Date Reports from Self-Service to ensure appointments are accurately terminated or extended.
- If you have reduced faculty appointments for this AY, and they are returning to their previous status for the next AY (17-18), you may submit the COS form at any time.
- You also may process a termination form at any time for faculty who are resigning/retiring this academic year.
- At the beginning of the semester, special comp payment forms should not be initiated until the 11th day of the semester (census date), to guarantee adequate pay.

Upcoming Workshops:

Contact: Wendy Danger (5-2615)

- 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
- 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

TA Information

Contact: Jen Reynolds (3-2639), Wendy Danger (5-2615)

- You should receive your TA Allocation for the 17-18 Academic Year by December 1, 2016.
- The TA Reappointment system will re-open in November/December.
- Since this year is a COGS negotiation year, the salary amounts will not be released until later in the spring.
 - You do **NOT** have to wait for that salary amount to issue your offer letters. Your salary information can read, "your salary will be at least \$xy,zwt."



Visitor/Lecturer Requests (MAX 2.0)

Contact: Jeff Donoghue (5-2605), Wendy Danger (5-2615)

- You may begin entering requests for the 17-18 Academic Year into MAX 2.0 at any time.
- We ask that you make an effort to have all requests in by February 28, 2017.
- The Visitor/Lecturer Team will meet in November to finalize Spring 2017 requests. They will begin meeting in the spring semester to finalize the Fall 2017 requests.

Promotion & Tenure

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

-  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 department and collegiate level.
 - Further clarification: If a candidate sent a personal CV to the external evaluators, that personal CV will be added to the Promotion Record at the same time as the external evaluator letters. At this point, the Promotion Record would contain the APR CLAS P&T CV and the personal CV.
 - If the APR CLAS P&T CV was sent to evaluators, no personal CV should be added to the Promotion Record.
-  The College will run the APR CLAS P&T CV report on September 6, November 1, and January 3. There is no need for the candidate to submit a paper copy of the updates made to the CV after the dossier is submitted.
 - If there are substantial changes to the CV, the College will provide the department with those changes in time for the DCG meetings.

- DCG lists will be sent out to departmental administrators and DEOs in September for the upcoming Promotion & Tenure cases. Please use the list CLAS provides; do not create your own.

Faculty Reviews

Contact: Alaina Hanson (5-3015)

- 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.
- Alaina will send out departmental review lists in the month of September. These will include the current year reviews and the history report for each department.

PTEAP


Contact: Wendy Danger (5-2615)


- 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 (5-2615)

- The next quarterly deadline is 9/30/2016.
- 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, Compliance Harassment Prevention Reports, Harassment Prevention Compliance Due This Quarter. 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.**

FERPA

Contact: Wendy Danger (5-2615)

- Faculty will need to complete FERPA as soon as possible, and certainly no later than the eighth week of the semester (October 17, 2016).
- [FERPA training and certification requirements for instructors.](#)

Faculty Recruitment

Contact: Alaina Hanson

- Offer letter templates are located for your convenience at: **N\DeansOffice\Faculty Offer Letter Templates\17-18.**
- 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 17-18, which have updated language.
- **Notify Alaina when anyone accepts or declines an offer.**
- All searches for Tenure-Track or Clinical-Track faculty must schedule interviews with one of the deans.

- Attached is the list of which dean will meet with the candidates of a given search.
- To schedule interviews please contact the following person:
 - Chaden Djalali—Saralyn Richardson (5-2625)
 - Raúl Curto—Wendy Danger (5-2615)
 - Joe Kearney/New Associate Dean—Allison Gerstenberger (5-3994)
 - Marc Armstrong—Allison Gerstenberger (5-3994)
 - Helena Dettmer—Adam Jaschen (5-2633)



Instructional Track Faculty Policy

Contact: Alaina Hanson

- Beginning in AY 16-17, the University of Iowa will implement a new Instructional Faculty track (FN15, FN12, FN11).
- The College is drafting the CLAS Instructional Track Faculty Policy, which includes:
 - Manual of Procedures
 - Promotion Guidelines
 - Guidelines for Review
- Once the Collegiate policy is approved and in place, departments may create their own departmental policies (which must be the same or more strict than the Collegiate policy).
- All current renewable Lecturers (FH15) must be transitioned to the new job codes by July 1, 2017.
 - The College will take the lead on initiation of all the COS forms.
 - A new offer letter will be required for each Instructional track faculty member. I will ask administrators to help gather signatures on these new offer letters.

New Associate Dean for Graduate Education & Outreach

Contact: Alaina Hanson

- Screening of applications will begin on September 9, 2016.
- Please encourage all interested parties to apply via <https://jobs.uiowa.edu>, referring to Requisition #69541.

Deans to Interview Search Candidates

2016-17

Department	Field	Cluster	Dean to Interview	Contact Person of Dean
Art & Art History	Painting/Drawing		Helena Dettmer	Adam Jaschen
Art & Art History	Printmaking		Joe Kearney	Allison Gerstenberger
Art & Art History	Printmaking 2		Joe Kearney	Allison Gerstenberger
Biology	Informatics	Informatics	Marc Armstrong	Allison Gerstenberger
Chemistry	Physical/Computational	Informatics	Marc Armstrong	Allison Gerstenberger
Communication Studies	Interpersonal		Marc Armstrong	Allison Gerstenberger
Cinematic Arts	Film & Video Production		Joe Kearney	Allison Gerstenberger
Computer Science	Text Analytics	Informatics	Raúl Curto	Wendy Danger
Computer Science	Device Security	Informatics	Raúl Curto	Wendy Danger
Health & Human Physiology	Exercise Science		Marc Armstrong	Allison Gerstenberger
Music	Clarinet		Helena Dettmer	Adam Jaschen
Physics & Astronomy	Space Physics		Raúl Curto	Wendy Danger
Physics & Astronomy	Space Based Astronomy		Raúl Curto	Wendy Danger
Psychological & Brain Sciences	Developmental Science		Helena Dettmer	Adam Jaschen
Social Work	Director of Field Study		Marc Armstrong	Allison Gerstenberger
Sociology	Criminology		Helena Dettmer	Adam Jaschen
Communication Sciences & Disorders	Child Language		Joe Kearney	Allison Gerstenberger
Communication Sciences & Disorders	Autism Spectrum Disorder		Raúl Curto	Wendy Danger