Reminders

Oct. 15 – Innovations in Teaching with Technology proposals are due. Go to http://its.uiowa.edu/itta/ for details.

Oct. 25 – Payroll Cut-Off at 5 p.m.

Nov. 1 - Please make sure all faculty are appointed on the MFK(s). Contact Meliza Wise with any questions.

Graduate Assistant Budgets

We will be looking over the TA reports and course information to help determine the TA budget and allocation letter for 2019-20. FY2020 base allocations will be sent to departments by December 14th. Evaluation of additional TA requests will begin on December 14th.

Faculty Appointments

Please make sure that all faculty – hires, appointment changes, termination/retirement/phase retirement, research/course release, and grant release – are completed through workflow prior to November 1st. This is to ensure that the November 1 University Snapshot is as accurate as possible.

This snapshot is the official FTE count the University reports for the year. It is also reported based on funding source. Therefore it is important that departments be up to date on all forms before this deadline.

AY19-20 TA/Faculty Requests via MAX

The period that departments can submit requests for visitors, adjuncts and Special Comp via MAX are as follows:

- TA Requests that are above and beyond the AY 19-20 allocation will start to be reviewed in December.
- Lecturer/Visitor requests for academic year 19-20 will be reviewed between November 1, 2018 and February 28, 2019.

Allocation of Resources for Visiting and Adjunct Appointments

Before a request for resources to appoint visitors or adjuncts can be considered by the College, an affirmation on the part of the Department’s DEO that all tenure-, clinical-, and instructional-track faculty are fully deployed is required. The easiest way to provide such an affirmation is to ensure that all permanent faculty eligible to teach (tenure-, clinical-, and instructional-track) have been listed on the MAUI Course Planner. Thus, the College will postpone consideration of requests for visitors or adjuncts when the Course Planner does not include all eligible permanent faculty.

More information regarding Recruitment and Appointment for Visiting Faculty can be found at http://clas.uiowa.edu/deos/administrative-manual-recruitment-and-appointment-visiting-faculty.


FY2019 P&S Salary Process

P&S Salary Spreadsheets will be distributed to Department Administrators the week of October 8. The sheets will show the budgeted allocation for general fund P&S departmental increases. Department Administrators will be asked to assign salary increases for both general fund and non-general fund salaries. Once again, the focus of salary increases will be overall performance.

Please share with DEO’s and appropriate staff within your departments
Salary increases must be differentiated among staff and rounded to the nearest $5. The amount for non-GEF salary increases is at the discretion of the PI or department. A justification for any zero percent increases or salary increases over 6% must be submitted to Nancy Fick. Completed salary sheets are due back to Kari Gates by **noon on Monday, October 29.**

Please contact Erin (erin-herting@uiowa.edu) or Jeff (jeff-donoghue@uiowa.edu) with questions.

**Employee Security Access Requests**

If you have any employees that require system access (i.e. APPO, eVouchers, Jobs@UIOWA, Graduate Assistant Reappointment, etc.), please contact Sherry Roe, sherry-roe@uiowa.edu, who will be happy to assist with working through the need and finding the solution.