



○ CLAS | ○ OCTOBER | ○ 2021

Important Dates:

- 10/15** Applications due for the [Mary Louise Kelley Professional Development Awards](#) for Staff.
- 10/25** Monthly payroll cut-off.
- 11/1** Please make sure all faculty are appointed on MFK(s). Contact Ryan Kirkey with any questions.
- 12/31** eCOI Conflict of Interest compliance due.

Faculty Appointments

Please make sure that all faculty – hires, appointment changes, termination/retirement/phased 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.

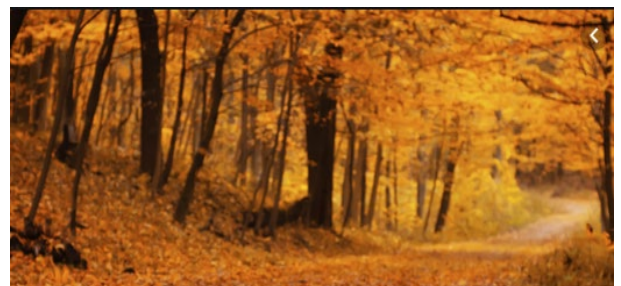
This snapshot is the official FTE count the University reports for the year. It is also reported based on funding source. Therefore, it is important that departments be up to date on all forms before this deadline.

eCOI Annual Reporting Reminder

Recently there was a change to the eCOI policy, the policy now covers all 50% or greater regular faculty members, including administrators with faculty appointments, staff members in executive classifications, professional and scientific classifications in pay levels 7-10, **and administrative supervisors in professional and scientific classifications in pay levels 2-6**. For people who are now covered under this policy, the initial eCOI Conflict of Interest compliance is due **12/31/2021**.

**I HOPE I CAN BE THE AUTUMN
LEAF, WHO LOOKED AT THE SKY
AND LIVED. AND WHEN IT WAS
TIME TO LEAVE, GRACEFULLY
IT KNEW LIFE WAS A GIFT.**

- Dodinsky



Performance Reviews

CLAS P&S employee performance evaluations are due no later than **November 1, 2021**. P&S Staff should initiate their performance review to start the process. An important note – career advancement requests will not be approved for effective dates on 01/01/2022 or 02/01/2022. The P&S employee review period for this year will reflect feedback since the date of the last review in the system through the date the review is completed, but no later than 11/1/21. This review will fulfill the 12/31/21 compliance period requirement.

Ratings of *Needs Improvement* should be discussed with your HR Unit Rep prior to being communicated to the employee. Any new employee with a hire date as of 11/1/21 or later will not be required to have a performance evaluation this compliance period.

For additional questions, please contact Diane Fountain (diane-fountain@uiowa.edu) or your HR Unit Rep (<https://clas.uiowa.edu/human-resources/contact-us>).



Flu Shot Campaign

The University of Iowa will once again provide free flu shots to all 50% or greater regular Faculty and Staff. More information is available at: <https://hr.uiowa.edu/news/2021/09/free-flu-vaccinations-available-starting-sept-13>. Graduate students should contact student health at <https://studenthealth.uiowa.edu/services/immunizations/> to schedule a flu shot appointment.

Blood Donor Leave

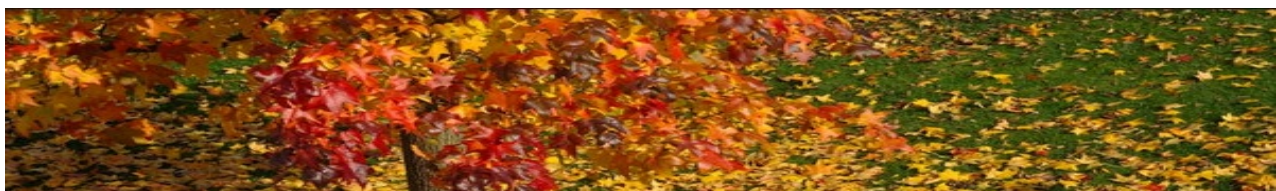
As of October 1, 2021, University of Iowa employees are now eligible for paid leave for voluntary blood donation. This leave is for a period of up to two (2) consecutive hours in the workday, up to four (4) times per calendar year.

Employees should track their voluntary blood donation leave by entering the appropriate hours on their time record using code 87 – Voluntary Blood Donor Leave for faculty/staff reporting through self-service or using code BLOOD DONOR for faculty/staff reporting through ELMS.

Voluntary Blood Donation leave hours will not reduce the employee's vacation or sick leave balance. Employees should discuss with their supervisor to coordinate and schedule the hours they will be away from work for blood donor leave. Supervisors are encouraged to be flexible in working with employees to schedule blood donor leave as long as it will not interfere with business operations.

Harassment Prevention for Academic/Administrative Officer Update

The Office of Institutional Equity has implemented changes to the manner of assignment of the harassment prevention (HP) course. They have updated the compliance requirements for employees who meet the university's definition of Academic/Administrative Officer (AAO) <https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/mandated-reporting> and have assigned the appropriate level course for their harassment education. This change will result in some employees being directed to take the AAO course, even though they have taken the non-AAO course within the last three years.



CLAS Policies and Procedures

<https://policy.clas.uiowa.edu/>

What's Changed?

- Course Descriptions: Catalog and MyUI Schedule
- Field Trips and Risk Management
- Syllabus Review by DEO (Undergraduate)
- Credit Hour Definition
- Absences and Attendance, Undergraduates
- Academic Misconduct, Undergraduate
- Accommodating Students with Disabilities
- Auditing a Course
- Cancellations, Weather-Related
- Class Disruptions
- Class Lists
- Student Collaboration
- Examination Policies: Finals, Midterms, General
- Student Records, Confidentiality and FERPA
- Grades: Reporting a Grade Change
- Grades: Undergraduate Policies
- Grades Undergraduate Reporting (Midterm and Final)
- Incompletes
- Teaching Evaluations by Students
- Time Committed to Instruction
- Undergraduate Teaching Assistants

What's New?

- Fixed-Term Faculty Policy
- Overload Compensation
- Summer/Winter Salary for Teaching a Course

If you have any questions or concerns regarding the site, please contact clas-policyprocedure@uiowa.edu.

Employee Security Access Requests



If you have any employees that require system access (i.e., APPO, eVouchers, Graduate Assistant Reappointment, Workflow, WhoKey, etc.), please contact Sherry Roe, sherry-roe@uiowa.edu, or 335-1449, who will be happy to assist with working through the need and finding the solution.

Contacts:

Tom Koeppel – 335-0134 (Financial oversight & budgeting)

Jeff Donoghue – 335-2605 (Staff & Visitor Budget)

Kristen Wolf – 335-2616 (Startup & RA budget, Renovation/Instructional Equipment)

Kristina Swanson – 335-0459 (TA Budget)

Beth Mellinger – 353-2190 (General Expense Budget & Computer Replacement)

Rachel Vrchoticky – 467-0104 (Student Technology Fees)

Ryan Kirkey – 384-3489 (Faculty Budget)

Sherry Roe – 335-1449 (Old Gold Budget, First Year Seminar, Faculty Recruitment, Book/Music Subvention, Workflow & Security/System)