Office of the Provost

Overview of the Year for DEOs and Faculty Administrators

The following calendar includes a general timeline for deadlines coordinated by the Office of the Provost. Most items are hyperlinked to provide additional information about expectations and resources. Colleges set internal deadlines for these and other activities. The electronic version of this document can be found on the Office of the Provost website: http://provost.uiowa.edu/resources-deos-academic-administrators

<table>
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<th>Month</th>
<th>Events and Deadlines</th>
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| August   | **Academic year begins.** For various University and collegiate calendars, see http://www.uiowa.edu/homepage/calendar/.  
Fall **Campus-wide Faculty Development Calendar** is distributed through a DDDEO mailing and mass email to all faculty. **Office of the Provost New Faculty Orientation** and **President and Provost New Faculty Reception** is held each year during the week before Fall classes begin. The new faculty orientation provides a general welcome to campus, introduction of various campus resources, an opportunity to enroll in UI benefits programs, and networking with other faculty members. All faculty members hired in the previous academic year (i.e., since September 1) are invited to attend the annual new faculty orientation program and President and Provost’s Welcome Reception. **Promotion Review Process:** Notification of **Promotion and Tenure procedures and timeline.** **Faculty Review Compliance Reports:** Online “Faculty Review Compliance Reports” are available through the HR Transaction System in Self Service to allow departments and colleges to run Faculty Review reports for tenured, probationary, and non-tenure-track faculty. For more information, see **Faculty Review (Form Processing).** Annual Policy Notifications distributed on FERPA Training Requirements. |
| September| **Career Development Award** requests due to the Dean.  
**Promotion Review Process:** Reviews begin for tenure-track, clinical-track, research-track, and adjunct faculty. University policies and procedures are available online and each college has its own adaptation of those policies. Consult your collegiate procedures and deadlines.  
**Annual Policy Notifications** distributed on topics which include: Sexual Harassment, Sexual Misconduct Involving Students, Consensual Relationships, Violence, Anti-Retaliation, Anti-Harassment (EOD), Physical and Sexual Abuse of Children, Policy on Human Rights. Also: Use of University Name, Gift Law, Conflict of Interest and Commitment, Employment on Grants and Contracts, Policy on Vendor Conflicts of Interest, Use of University Supplies, UI Health Care Conflict of Interest Policy, Policy on Supplemental Activities and Extra Compensation, Royalties from Course Material, and University Intellectual Property. |
| October  | **Faculty Development Awards** reports from faculty members who were on leave during the previous Spring semester are due to the Office of the Provost. For additional deadlines (e.g., date due to DEO and deans), please see your collegiate requirements.  
**Annual Policy Notifications** distributed on topics which include: Campus Security, Drug Free Environment Policy, UI Statement on Access to Medical and Exposure Records, Title IX, and ADA. |
| November | **Faculty Fellowship** (James Van Allen Natural Science Fellowship/May Brodbeck Humanities Fellowship) materials due to Provost. **Faculty Status Report** becomes available online. This is the official report of all faculty. |
appointments as of November 1 each year.

**Annual Reviews** of the probationary tenure-track faculty begin. Annual reviews of clinical and research track faculty members also commence based on the collegiate guidelines currently in place. Contract renewal review for clinical and research track faculty is part of this process.

**Promotion Review Process:** Department-level Promotion Reviews must be completed and the promotion dossiers on candidates in all tracks submitted by the DEO to the Dean (unless the college has set an alternate date).

**Annual Policy Notification** distributed on topics which include Religious Diversity (EOD), BOR Minority & Women Educators Enhancement Program Report (EOD), and automatic extension of tenure clock.

### December

**Promotion Review Process:** Promotion Dossiers due to collegiate Dean. For information regarding requirements for submission see collegiate policy.

**Annual Policy Notification** distributed on Staff Performance Review.

### January

DEO notification to complete Drug Use Survey; confidential survey results concerning drug and alcohol use are compiled to provide information for federally mandated biennial review of the University’s Drug-Free Environment policy.

**Faculty Development Awards** and **Faculty Fellowships** recipients announced (after approval at Board of Regent’s meeting in December).

Spring **Campus-wide Faculty Development Calendar** is distributed as a DDDEO mailing.

Faculty members who have completed FERPA training are required to complete annual certification that they have read and agree to abide by the **UI Confidentiality Statement**, including FERPA, upon log-in on HR Self-Service.

**Annual Report of Outside Professional Activities and Interests** via the eCOI online disclosure system opens first Monday in January thru end of April.

### February

Notification of recipients of **Old Gold Summer Fellowships** to the Office of the Provost by the Dean.

**Faculty Development Award reports**, from individual faculty member’s leaves taken during the previous Fall semester are due to the Office of the Provost. For additional deadlines (e.g., date due to DEO and deans), please see your collegiate requirements.

**Ida Cordelia Beam Distinguished Visiting Professor** nominations due to Provost Office.

**Post-Tenure Effort Allocation** annual report due from departments for all appropriate faculty members. Completed online through the Office of the Provost PTEAP web application.

**Promotion Review Process:** Completion of collegiate review of Promotion and Tenure and submission of deans’ recommendations to the Provost.

**Annual Policy Notification** INCLUDED in September’s Annual Policy Notifications

### March

**Ida Beam Visiting Professorship** recipients announced.

**Promotion Review Process:** Provost Office completes review process and communicates decisions to deans.

**Final recommendations on faculty promotions submitted to the Board of Regents** for approval
at the April Board of Regents Meeting.

**Annual Policy Notifications** distributed on topics which include: Policy on Ethics and Non-discrimination/Accessibility Statement. (EOD).

### April

**Annual Reviews** of probationary tenure, clinical and research track faculty (begun in February) are due from the College to the Office of the Provost.

Annual **Spring Symposium on Promotion and Tenure**, Co-sponsored by the AAUP, the Faculty Senate, and the Office of the Provost.

**Annual Policy Notifications** distributed on **Conflict of Interest in Employment (Nepotism)** and UI Affirmative Action Plan (OED).

**Annual Report of Outside Professional Activities and Interests** via the eCOI online disclosure system due by April 30th.

### May

**Annual Policy Notification** distributed by Human Resources regarding ePersonnel Files.

### June

**Tenured Faculty Reviews** – annual and five-year peer reviews – must be completed and entered into UI Workflow by June 30th.

### July/August

Memo is distributed by Office of the Provost and Office of the Chief Diversity Officer regarding the **Academic Accommodations for Students with Disabilities**, which summarizes the basic information that faculty members need to know about accommodating students with disabilities.

The guide, **Assisting Students with Disabilities: A Guide for Instructors**, provides additional background and helpful detailed information.
Quick Reference Guide for DEOs

**Provost Office Resources**

**UI Collegiate Faculty Human Resources Representatives** that can provide ongoing advice and guidance on processes/policies.

**Policies and Procedures** website contains information about many faculty-related policies and procedures, including faculty appointment, review, and promotion; faculty compensation; and classroom and research policies.

**UI Resources for Addressing Personnel Issues:**

**Behavioral Risk Management:** Teresa Kulper, Director, University Human Resources, 335-2085
- BRM protocol is an attempt to respond with a planned comprehensive approach to the continuum of behaviors that could lead to hostility and violence in the workplace.

**Chief Diversity Office:** Georgina Dodge, Chief Diversity Officer and Associate Vice President, 335-0124
- Working with the **Office of Equal Opportunity and Diversity** and the **Center for Diversity & Enrichment**, among others, CDO’s goal is to coordinate the UI’s central diversity efforts, including those related to the recruitment, retention, and success of diverse faculty, students, and staff, and ensuring a warm, welcoming, respectful, and inclusive climate where all can succeed.

**Department of Public Safety:** David Visin, Interim Assistant Vice President and Director of Public Safety, 335-5022. For Emergencies: 911
- Critical incidents, Violence

**Disability Resources**
- **Faculty and Staff Disability Services**, Nathan Stuckey, 335-2660
- **Student Disability Services**: Mark Harris, Director, 335-1462

**Office of Equal Opportunity and Diversity:** Jennifer Modestou, Director, 335-0705
- Faculty and staff searches
- Diversity education
- Investigation and training on issues of discrimination and harassment, including Sexual Harassment, Violation of UI Human Rights Policy, Disability, Consensual Relationships Involving Students.

**Office of the Executive Vice President and Provost:** Kevin C. Kregel, Associate Provost for Faculty, 335-0256
- Faculty appointments
- Faculty policies (promotion & tenure, conflict of interest, etc.)
- Faculty orientation and development programs
- Faculty grievances

**Office of the Ombudsperson:** Susan Johnson and Cynthia Joyce, Ombudspersons, 335-3608
- Confidential resource for any member of the university community.
- Provide informal conflict resolution services and **Conflict Management at Iowa** web resources.

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Office of the Sexual Misconduct Response Coordinator: Monique DiCarlo, Sexual Misconduct Response Coordinator, 335-6200
- Serves as the contact person for students making formal complaints about sexual misconduct, stalking, and/or domestic violence.

Division of Student Life: Associate Vice President and Dean of Students, 335-1162
- Addresses educational programs and oversees services that pertain to student life outside the classroom.

UI Human Resources: Organizational Effectiveness: 353-2314
- Workplace Consultation
- Performance Management
- Leadership Coaching
- Reward and Recognition
- Educational Seminars (e.g., Respectful Communication, Time Management, Delegation)
- Faculty and Staff Services/Employee Assistance Program (FSS/EAP), 335-2085

Office of the Vice President for Research and Economic Development: Daniel Reed, Vice President for Research and Economic Development, 335-2119
- Support and advancement of research, scholarship, and creative activity on our campus.
- University of Iowa Researcher Handbook: Guidance to create a staff structure for research projects. Direction in budgeting and fiscal management of grant or contract funds.
- Management practices to orient, develop, provide performance feedback, and retain productive employees.

University Human Resources: Kevin Ward, Interim Vice President for Human Resources, 335-0056
- Responsible for programs and policies that attract, develop, and retain qualified staff and for providing programming to enhance the organizational effectiveness of the University. Coordinates monthly orientation and other new employee resources: Onboarding, UI.

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