

# Office of the Provost

## PTEAP Information and Instructions

This document provides policy information and instructions for using the new PTEAP Application in Self-Service.

The Post-tenure Effort Allocation Policy is available at <https://opsmanual.uiowa.edu/human-resources/faculty/post-tenure-effort-allocation>.

The policy requires each college to record all tenured faculty member's planned allocation of effort among teaching, research/scholarship/creative activity, service, and clinical service (the faculty member's "portfolio").

### General Information:

- Reporting is for the length of the appointment only (nine-month or twelve-month).
- DEOs must confer with each tenured faculty member to agree on the faculty member's planned allocation of effort. If a faculty member will be on leave, if possible, a meeting should take place prior to leaving.
- If a department/college wants to change the standard effort allocation for tenured faculty (its "unit norms"), a request must be submitted in writing to the Executive Vice Provost and Senior Associate Provost for Faculty.
- The faculty roster displays a list of all tenured faculty with appointments as of the late fall semester of the current academic year. Primary, secondary and tertiary appointments are listed. Faculty who are being reviewed for tenure should not be included.

**NOTE:** the faculty roster includes every tenured faculty appointment in the Office of the Provost database, including complimentary appointments.

### Getting Started:

- Log into Self-Service, and
- Click on the "Human Resources Systems" tile, and
- Under "Faculty Admin," click on the "Post-tenure Effort Allocation (PTEAP)" link, and
- Select the "PTEAP Review Year."

**PTEAP Year**  
 2020-21 Review Year

**Faculty**  
 Employee Id or Last Name

**College**  
 11 - College of Liberal Arts and Sciences

**Department(s)**  
 11-1070 - Clas-Chemistry

Tenured Faculty Only  
 Individual Portfolios Only

**Apply Filter** Clear

22 faculty matched your filter.



To access a list from the roster, select from these fields and click on "Apply Filter."

Note: Select "clear" to run the list using different filters.

Contact support if you need to update faculty appointment data.



The faculty roster will display all tenured faculty in your department/college. Click on the faculty member's name to enter the effort allocation data.

**IOWA** Faculty Administration Help

**PTEAP Faculty Effort / 2020-21** Faculty Review PTEAP

Faculty	Primary Department	Title	Dept	Tch	Res	Svc	Cln	
	Clas-Chemistry 11-1070	55% Professor (FT11)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	100% Associate Professor (FT12)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	60% Professor (FT11)	11-1070	20	60	20	0	Start
	Clas-Chemistry 11-1070	100% Professor (FT11)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	100% Associate Professor (FT12)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	100% Associate Professor (FT12)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	100% Professor (FT11)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	100% Associate Professor (FT12)	11-1070	40	40	20	0	Start
	Clas-Chemistry 11-1070	100% Professor (FT11)	11-1070	40	40	20	0	Start

Contact support if you need to update

**IOWA Faculty Administration**

Faculty #1 of 22

Clas-Chemistry (11-1070) 55%

Not Applicable (please explain briefly below)  
 Within Unit Norm  
 Individualized Portfolio

Faculty	Unit Norm	
40	40	% Teaching
40	40	% Research / Scholarship / Creative Activity
20	20	% Administrative and/or Professional Service
0	0	% Clinical Service

Update Effort Allocation

Start Workflow View/Print PDF

Effort Allocation History

Year % Time Ind Port? Comments Tch Res Svc Clin Tot

After the data has been entered, the department/college can use the "Start Workflow" option for electronic signature or the "View/Print PDF" form.

**IOWA Faculty Administration**

Faculty Review PTEAP

PTEAP Faculty Effort Dashboard / 2020-21

PTEAP Year: 2020-21 Review Year

Faculty: Employee Id or Last Name

College: 11 - College of Liberal Arts and Sciences

Department(s): 11-1070 - Clas-Chemistry

Tenured Faculty Only  
 Individual Portfolios Only

Apply Filter Clear

22 faculty matched your filter.

PTEAP Reports

- View All Forms for Department
- View Forms for Individualized Portfolios Only
- View Unit Norms
- View Faculty with No Portfolio Yet Listed
- Department Summary

Administrative

- PTEAP Bulk Edit
- PTEAP Bulk Workflow

Administrators only: Select this button to run reports, view unit norms and enter bulk edits.

### General Instructions:

- Select one of the following options: "Not Applicable," "Within Unit Norm," or "Individualized Portfolio."
  - Select "Within Unit Norm" if the faculty member's effort allocation will fall within  $\pm 5\%$  of the established unit norms (or within the range for units where norms are expressed in ranges).

- If the faculty member will have an “Individualized Portfolio,” enter the effort allocation under the “Faculty” column. The percentages must total 100%.
- If “Not Applicable” is selected, a brief explanation in the Comments/Explanation field is required.

**Examples:**

- a faculty member who will take a developmental award during the academic year – 20% Teaching/70% Research/10% Service;
  - a faculty member with a major administrative appointment –10% Teaching/40% Research/50% Service ;
  - a faculty member who has accepted an increased teaching and service load and has therefore reduced the percentage of effort toward research - 50% Teaching/20% Research/30% Service; and
  - a faculty member from a department with clinical activity who has increased grant activity - 40% Teaching/30% Research/10% Service/20% Clinical Service.
- The new PTEAP application has an option to generate a **workflow** form that is routed to the faculty member for electronic signature.
    - Select the “Start Workflow” button to generate a pre-populated form. The faculty member will be able to edit and approve the form.
  - The “View/Print PDF” button can be selected to print the PDF if the department/college does not want to use the workflow process.
  - All forms (workflow or PDF) must be approved by the DEO.
  - The Dean is required to approve (via workflow or PDF) any effort allocation outside the unit norm.

**Notes about Data Entry:**

- Where there is an individualized portfolio, the percentages must add up to 100%. For a faculty member with a joint appointment in two departments, there should be two separate forms/entries, each totaling 100% allocation of effort within that department.
- **Note:** If you have entered data for 20/21 that data will be moved to the new PTEAP application.
- To grant access for other admins in your college, complete the [access request](#) form.
- If a faculty member should be removed from the list--for example, if they will retire before next academic year, please contact [faculty@uiowa.edu](mailto:faculty@uiowa.edu).