

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.

→ [PROVOST.UIOWA.EDU/RESOURCES-DEOS-ACADEMIC-ADMINISTRATORS](https://provost.uiowa.edu/resources-deos-academic-administrators)

August

Academic Year Begins. For various university and collegiate calendars, see registrar.uiowa.edu/calendars-deadlines.

Professional Development Award requests due to the DEO.

Iowa New Faculty Orientation (INFO) 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 overview of UI benefits programs, and networking with other faculty members. Faculty members hired in the previous academic year (i.e., since September 1) are invited to attend the annual new faculty orientation program.

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](#). Also: Title IX, Sexual Harassment, Sexual Misconduct, Dating/Domestic Violence, and Stalking Involving Students, Violence, Physical and Sexual Abuse of Children, Consensual Relationships Involving Students, Anti-Harassment, and Anti-Retaliation.

September

Professional Development Award requests due to the Dean.

Promotion Review Process: Reviews begin for [tenure-track](#), [clinical-track](#), [research-track](#), [instructional-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: [Religious Diversity](#), Non-discrimination Statement, Policy on Human Rights, American with Disabilities Act (ADA), Accessibility Statement, Statement on Access to Medical and Exposure Records, Prohibition on Human Trafficking, Annual Disclosure of Outside Professional Activities and Interests, Conflict of Interest and Commitment, Conflict of Interest in Employment (Nepotism), Gift Law, Policy on Purchasing Conflicts of Interest, Royalties from Course Materials, UI Health Care Conflict of Interest Policy, Performance Reviews, and ePersonnel Files.

October

Faculty Development Award 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.

Professional Development Award requests due to the Provost.

Annual Policy Notifications distributed on topics which include: Drug Free Environment, Employment on Grants and Contracts, Use of University Supplies, University Intellectual Property, Supplemental Activities and Extra Compensation.

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, research, and instructional-track faculty members also commence based on the collegiate guidelines currently in place. Contract renewal review for clinical, research, and instructional-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 Notifications distributed on [Automatic Extension of Tenure Clock](#). Also: Political Expression Guidelines and Use of University Name.

December

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

Annual Policy Notifications distributed on topics which include BOR Annual Diversity Report, BOR Minority & Women Educators Enhancement Program Report, UI Affirmative Action Plan, and Severe Weather Policy.

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 November).

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 Policy Notifications: Annual Disclosure of Outside Professional Activities and Interests via the [eCOI](#) online disclosure system opens first Monday in January thru end of April. Notice is sent to all [UI employees required to complete an Annual Report](#), Institutional Conflict of Interest in Human Subjects Research Policy Implementation, and Conflict of Interest and Commitment. Also: Religious Diversity.

[Institutional Conflicts of Interest in Human Subjects Research Policy Implementation](#) and, Conflict of Interest and Commitment.

February

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

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 Notifications distributed on [Ethics and Responsibilities-Faculty and Staff](#).

March

Ida Beam Visiting Professorship recipients announced.

Faculty Development Awards reports from faculty members who were on leave 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.

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.

April

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

Annual Report of Outside Professional Activities and Interests via the [eCOI online](#) disclosure system due by April 30th.

Annual Policy Notifications distributed on a Tobacco Free Campus.

May

Annual Policy Notifications distributed on [Minors on Campus](#).

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 Division of Diversity, Equity, and Inclusion 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

Faculty Handbook

Faculty Handbook contains information to orient new faculty to the university and direct all faculty to more detailed sources of information.

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

Campus Resources for Addressing Personnel Issues

Threat Assessment Program: Eli Hotchkin, Director, Threat Assessment Program, University Human Resources, 384-2955

- Provides education, communication, collaboration, coordination of resources, and early intervention to maximize violence prevention efforts.

Diversity, Equity, and Inclusion at Iowa: Liz Tovar, Interim Associate Vice President, Diversity, Equity, and Inclusion, 335-9384

- Collaborating across campus, [Equal Opportunity and Diversity](#), [Diversity Resources](#) and [Center for Diversity & Enrichment](#), within the Division of Diversity, Equity, and Inclusion, 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: Scott R. Beckner, Assistant Vice President and Director of Public Safety, 335-5022.

For Emergencies: 911

- Critical incidents, Violence
- [Threat Assessment Team](#) (representatives of UI HR, Dept of Public Safety, Dean of Students, University Counseling Service, General Counsel, and Employee Assistance Program)

Recruitment and Dual-Career Couples:

- [Dual Career Services](#): Adam Potter, 335-2662.
- [Central Midwest Higher Education Recruitment Consortium \(HERC\)](#): Adam Potter, Director, 335-2662.

Disability Resources

- [Faculty and Staff Disability Services](#), Nathan Stucky, Director, 335-2660
- [Student Disability Services](#): Mark Harris, Director, 335-1462

Equal Opportunity and Diversity: Jennifer Modestou, Director of Equal Opportunity & Diversity, Deputy Title IX Coordinator, 335-0705

- [ADA Coordinator](#): Tiffini Stevenson Earl, Compliance Specialist and ADA Coordinator, 335-0705
- Affirmative Action Plan/Data collection and reporting
- Investigation and training on issues of discrimination and harassment, including Sexual Harassment, Violation of UI Human Rights Policy, Disability, Consensual Relationships Involving Students.
- Management of faculty and staff hiring process

Office of the Executive Vice President and Provost: Kevin C. Kregel, Interim Executive Vice President and Provost, 335-3565

- Lois Geist, Associate Provost for Faculty, 467-4627
- [Faculty appointments](#)
- [Faculty policies](#) (promotion & tenure, conflict of interest, etc.)
- [Faculty orientation and development programs](#)
- Faculty grievances

Office of the Ombudsperson: Cynthia Joyce, University Ombudsperson, and Rachel Williams, University Ombudsperson, 335-3608

- Confidential resource for any member of the university community.
- Provide informal conflict resolution services and [Conflict Management at Iowa](#) web resources.

Office of the Sexual Misconduct Response Coordinator: Sara, 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: Sarah Hansen, Vice President for Student Life, 335-3557

- Addresses educational programs and oversees services that pertain to student life outside the classroom.

Office of the Vice President for Research: Marty Scholtz, Vice President for Research, 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: Cheryl Reardon, Chief HR Officer & Associate Vice President, 335-3558

- 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.

University Human Resources Organizational Effectiveness:

Teresa Kulper, Director, 353-3558

- Workplace Consultation
- Performance Management
- Leadership Coaching
- Reward and Recognition
- Educational Seminars (e.g., Respectful Communication, Time Management, Delegation)
- **UI Employee Assistance Program (UI EAP)**, 335-2085

LEARN MORE

✉ faculty@uiowa.edu → provost.uiowa.edu

☎ 319-467-4627

📍 111 Jessup Hall, Iowa City, IA 5224