

University of Iowa Professional Development Award Applications Review Instructions for Administrators

Note: Links in this document are available via (provost.uiowa.edu/faculty-development-awards)

OVERVIEW

Faculty members applying for Professional Development Awards (PDAs) submit applications via the Development Awards portal of the [Faculty Admin Center](#). [Application instructions for faculty](#) can be found on the Faculty Development Awards web page.

Each application must be reviewed by the DEO and dean of each department and college in which the applicant holds a greater than 0% appointment.

ACCESS APPLICATIONS TO REVIEW

Via Workflow:

When an applicant submits an application as “final,” a Workflow package will be triggered to let the relevant DEO(s) know the application is ready for review.

The DEO will receive an e-mail from the Workflow system with the subject line “New Faculty Award” and the faculty applicant’s name. The e-mail will include a link to the DEO’s Workflow inbox, and a link to “sign” the package.

From: workflow@uiowa.edu <workflow@uiowa.edu>
Date: Wednesday, June 30, 2021 at 1:57 PM
To: DEOLast, DEOFirst <deo-email@uiowa.edu>
Subject: [Signature Required] New Faculty Awards - FacLast, FacFirst (#1234)

New Faculty Awards (#12345678) in your [Workflow Inbox](#)

You are **required to sign** this package at
<https://apps.its.uiowa.edu/workflow/xxxx>

The latter link leads directly to the “Recommendation and Comment Form” the DEO is asked to complete (see below). The DEO can also go to the Workflow inbox and click on the package there to go to the form.

Via the Faculty Admin Center Faculty List or Dashboard:

Summary of Award Approval Process:

- Faculty member** submits application (including application form and supporting documents).
When the faculty member indicates the application is final, all documents are automatically compiled into a single, bookmarked PDF file.
DEO(s) are notified of submission via e-mail.
- DEO (or delegate)** [logs in](#) to review application and submit recommendation. If approval is recommended, the DEO must
 - approve the semester or other time period that was requested, or enter a different semester or time period; and
 - enter or upload a statement regarding how the instructional needs of the department will be met while the faculty member is on leave.
 - Approve the Workflow package in order to send the recommendation on for review at the college level.
- Dean/associate dean (or delegate)** [logs on](#) to review application and submit recommendation.
 - If approval is recommended, the dean/associate dean must indicate whether the DEO’s plan for meeting the instructional needs of the department is adequate; if not, the dean/associate dean must provide a statement of explanation.
 - Approve the Workflow package in order to send the recommendation on for review in the Office of the Provost.

Note: Some colleges may give others rights to view selected applications prior to college-level approval (*i.e.*, collegiate evaluation committee members).

To access all applications that have been submitted by faculty members in your department/college, log in to the [Faculty Admin Center](#) and click the “Development Awards” tab. You should see the list of faculty members with >0% appointments in your department or college who have applied for an award in the upcoming award year. Click on a faculty member’s name to view the application. To move between applications, use the buttons at top right:



Use these buttons at top right:



to toggle between the faculty list (right button) and a dashboard of options available to administrators (left button).

From this screen, click the top button, “View applications for 20xx-xx and submit recommendations” to view all applications from faculty with greater than 0% appointments in your department/college.

To view the application form and attachments the faculty member submitted, you can either click “View Complete” in the upper right corner (to see a PDF of all documents combined), or click the links to open individual components of the application.

Applications for 2021-22

SUBMIT A RECOMMENDATION – DEO

Please review the [Faculty Development Awards Criteria and Review/Evaluation Questions](#).

Below each faculty member's appointment and application information you will see a Recommendation Information grid with placeholder rows for each required level of approval. Find the "Submit" button at right on the row for your department.

Recommendation Information					
Approver	Org/Dept	Recommended?	Statement	Submitted By	
DEO	English	<input type="radio"/> Yes <input type="radio"/> No			<input type="button" value="Submit"/>
DEAN	CLAS	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>		
PROVOST		<input type="radio"/> Yes <input type="radio"/> No			

Clicking "Submit" will take you to the Recommendation and Comment Form, where you will be asked to indicate whether you recommend approval of the application.

To be completed by the Departmental Executive Officer(s)

I recommend approval of this application: Yes No

If you click "Yes," you will be asked to indicate whether you approve the semester or other time period that was requested, or if your recommendation is based on an alternative time period (if you select the second option, a dropdown box will appear in which to select which semester or other time period you recommend).

You will also be asked to submit a statement that addresses how the department's instructional needs will be met while the faculty member is on leave. You may type your statement into the box provided or upload a separate document.

To be completed by the Departmental Executive Officer(s)

I recommend approval of this application: Yes No

If yes:

I approve the requested semester or other time period

I recommend approval for the following semester or time period

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Please provide a statement that addresses the following:

A plan for how the undergraduate and graduate instructional needs of the department—including supervision of the faculty member's graduate advisees' research projects, theses, and dissertations—will be met while the faculty member is on leave. Be specific with course numbers, course titles, enrollments, and the names of faculty who will provide course coverage and/or research supervision. When more than one faculty member from the department is applying for a developmental award, describe the overall impact on the department and its instructional needs. Please prioritize the proposals you are forwarding to the college and provide information about circumstances that influence the timing or priority of proposed CDAs.

Submitted Statement: [Upload Statement Attachment Instead](#)

You can save your review as a DRAFT at any time while working on it. When you are done, be sure to click the

“Submit as Final” button at the bottom right:

Submit as Final

At the bottom of the form you will find Workflow options. **You must select “Approve Package” in order to move the application forward for review at the college level. Please note that when you click “Approve,” you are indicating that you “approve” your own recommendation to move forward to the college, even if you did not recommend approval of the faculty member’s application.**

Workflow History & Options

Approve Package Void Package Return Package

Once all relevant DEOs have approved their recommendations in Workflow, the dean’s office will be notified that the application is ready for review at the college level.

Click the “award summary” button in the upper right of the screen to return to the faculty list:

Award Summary

SUBMIT A RECOMMENDATION – DEAN

Please review the [Faculty Development Awards Criteria and Review/Evaluation Questions](#).

Below each faculty member’s appointment and application information you will see a Recommendation Information grid with placeholder rows for each required level of approval. Find the “Submit” button at right on the row for your college.

Recommendation Information						
Approver	Org/Dept	Recommended?	Statement	Submitted By		
DEO	English	<input checked="" type="radio"/> Yes <input type="radio"/> No		DEO of English	09/06/2019	<input type="button" value="View"/>
DEAN	CLAS	<input type="radio"/> Yes <input type="radio"/> No				<input type="button" value="Submit"/>
PROVOST		<input type="radio"/> Yes <input type="radio"/> No				

Clicking “Submit” will take you to the Recommendation and Comment Form, where you will be asked to indicate whether you recommend approval of the application. If you choose “no,” you will be asked to provide a brief explanation. If you choose “yes,” you will be asked to confirm whether the DEO’s plan for meeting instructional needs during the applicant’s leave is adequate.

To be completed by the Dean(s)

I recommend approval of this application: Yes No

If yes, please complete the following:

The plan(s) submitted by the DEO(s) to meet departmental and collegiate instructional needs, including graduate student supervision, during the applicant's leave is (are) adequate:

Yes No

If no, please explain (and/or submit optional comments):

At the bottom of the form you will find Workflow options. **You must select “Approve Package” in order to move the application forward for review in the Office of the Provost. Please note that when you click “Approve,” you are indicating that you “approve” your own recommendation to move forward, even if you did not recommend approval of the faculty member’s application.**

Workflow History & Options

Once you have approved your recommendation in Workflow, the Office of the Provost will be notified that the application is ready for review.

Click the “award summary” button in the upper right of the screen to return to the faculty list: