

OVERVIEW OF THE YEAR FOR DEOS AND FACULTY ADMINISTRATORS

The following calendar includes a general timeline for events and deadlines coordinated by the Office of the Provost. Most items are hyperlinked to provide additional information about expectations and resources. Colleges set internal timelines for these and other activities.

August

Iowa New Faculty Orientation (INFO) is held each year on the Tuesday before Fall classes begin. The new faculty orientation provides a general welcome to campus, introduction of various campus resources, and networking with administrative leaders and faculty members. INFO is designed for individuals in their first faculty appointment.

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

Professional Development Post-Award reports from faculty members who were on leave during the previous academic year are due to the DEO.

Annual Policy Notifications distributed on:

- [FERPA Training Requirements](#)
- [Religious Diversity and the University Calendar](#)
- [Academic Accommodations for Students with Disabilities](#)

September

Professional Development Post-Award reports from faculty members who were on leave during the previous academic year are due to the Dean and to the Office of the Provost.

Promotion Review Process: Notification of [Promotion and Tenure procedures and timeline](#).

Annual Policy Notifications distributed on:

- [Sexual Harassment and Sexual Misconduct, Violence, Physical and Sexual Abuse of Children, Consensual Relationships Involving Students, Anti-Harassment, and Anti-Retaliation](#)
- [Non-Discrimination Statement, Human Rights, American with Disabilities Act, Accessibility Statement, Access to Medical and Exposure Records, Human Trafficking](#)
- [Annual Disclosure of Outside Professional Activities and Interests, Conflict of Interest and Commitment, Conflict of Interest in Employment \(Nepotism\), Gift Law, Purchasing Conflicts of Interest, Royalties from Course Materials, UI Health Care Conflict of Interest](#)

October

Faculty Fellowship (James Van Allen Natural Science Fellowship/May Brodbeck Humanities Fellowship) materials due to Provost.

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:

- [Political Expression Guidelines](#)
- [Supplemental Activities and Extra Compensation, Use of University Supplies, Employment on Grants and Contracts, Use of University Name, University Intellectual Property, Drug Free Environment](#)

November

Faculty Status Report becomes available online. This is the official report of all faculty appointments as of November 1 each year.

Annual Reviews, and where appropriate contract renewal, of faculty commences based on collegiate guidelines.

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).

Professional Development Award recipients announced (after approval at Board of Regent's meeting in November).

President & Provost Award for Teaching Excellence nominations due to the Council on Teaching.

December

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

Investment in Strategic Priorities Spring applications due to Office of Provost. Applications must be submitted by Associate Dean for Faculty. Funding is limited and will be reviewed for merit and in order in which they are submitted.

Annual Policy Notifications distributed on:

- [Extreme 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 (during odd year).

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 distributed on:

- 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
- **Religious diversity and the University Calendar**
- **Performance Review for University Staff and Access to Personnel Files**

February

Old Gold Summer Fellowships recipients on file in the Office of the Dean.

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

Iowa Mid-Career Faculty Scholar Award and **University of Iowa Distinguished Chair** nominations due to the Provost Office. Nominations must be submitted by the Dean.

Promotion Review Process: Completion of collegiate review of Promotion and Tenure and submission of deans' recommendations to the provost.

Hubbard-Walder Award for Excellence in Teaching nominations due to the Council on Teaching.

Outstanding Teaching Assistant Award nominations required to be approved in Workflow prior to submission.

Annual Policy Notifications distributed on:

- **Ethics and Responsibilities-Faculty and Staff**
- **Automatic Extension of Tenure Clock**
- **Disclosure of Outside Professional Activities and Interests, Institutional Conflict of Interest In Human Subjects Research, UI Health Care Conflict of Interest, Conflict of Interest and Commitment**

March

Professional Development Award requests for academic year following upcoming year due to the DEO. For additional deadlines (e.g., date due to DEO and deans), please see your collegiate requirements.

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.

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**.

Annual Policy Notifications distributed on:

- **Post-Tenure Effort Allocation**

April

Professional Development Award recommendations for leaves during academic year following upcoming year due to the dean and to the provost. For additional deadlines (e.g., date due to DEO and deans), please see your collegiate requirements.

Annual Reviews of probationary tenure, clinical, instructional, and research track faculty 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.

Provost Faculty Fellow applications due to the Office of the Provost

Annual Policy Notifications distributed on:

- **Tobacco Free Campus**

May

Investment in Strategic Priorities Fall applications due to Office of Provost. Applications must be submitted by Associate Dean for Faculty. Funding is limited and will be reviewed for merit and in order in which they are submitted.

Annual Policy Notifications distributed on:

- **University Programs with Minors**.

June

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

July

Iowa Faculty Onboarding includes an editable onboarding checklist to provide guidance to getting your new faculty off to a good start.

QUICK REFERENCE GUIDE FOR DEOS

Faculty Resources

→ [PROVOST.UIOWA.EDU/FACULTY-RESOURCES](https://provost.uiowa.edu/faculty-resources)

Leadership Development contains information on workshops and conversations with academic leaders specifically designed for department executive officers as well as additional leadership cohort opportunities.

Leadership Resources website contains guiding strategies for faculty at different stages in their career life cycle as well as links to recruitment and retention tools and resources.

Campus Resources for Faculty contains information to orient new faculty to the university and direct all faculty to useful resources.

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.

Faculty Campus Contacts can provide ongoing advice and guidance on processes/policies.

Campus Resources for Addressing Personnel Issues

Threat Assessment Team
384-2955

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

UI Police Department
335-5022

For Emergencies: 911
Critical incidents, Violence

Faculty and Staff Disability Services
335-2660

Student Disability Services
335-1462

Office of Civil Rights Compliance
335-0705

Furtheres the university's compliance obligations under Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and related federal and state anti-discrimination laws.

ADA Coordinator
335-0705

Title IX Coordinator
335-6200

Division of Student Life
335-3557

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

Dual Career Services
335-2662

Dual Academic Career Fund
(tenured/tenure-track primary hire/retention)

Central Midwest Higher Education Recruitment Consortium
(HERC)

Office of the Executive Vice President and Provost
335-3565

Associate Provost for Faculty
467-4627

Faculty appointments
Faculty policies (promotion & tenure, conflict of interest, etc.)
Faculty orientation and development programs
Faculty leadership development
Faculty resources
Faculty awards and honors
Faculty grievances



Office of the 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 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

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.

Organizational Effectiveness

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

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