

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

**ASSOCIATE PROVOST FOR FACULTY UNIT
“WHO DOES WHAT” REFERRAL SHEET**

Items	Primary Contacts	Secondary Contacts
Academic and Professional Records (APR)	Suzanne Malo	Diane Finnerty
Access and Use of Faculty Data (AUFD)	Kevin Kregel	Diane Finnerty
Administrative Survey Review	Kevin Kregel; Elizabeth Washburn, UI Human Resources	Kim Carter
Annual Policy Notifications	Kim Carter	UI Offices (e.g., UI HR, DDEI)
Annual Reviews of Probationary Faculty and Non-Tenure Track Faculty	Kevin Kregel	Angie Johnson; Debbie Millsap
Associate Deans for Faculty Committee	Kevin Kregel	Kim Carter; Diane Finnerty
Board of Regents Reports	Diane Finnerty	Angie Johnson; Debbie Millsap; Kim Carter
BTAA-ALP Program	Kevin Kregel	Sue Moore
BTAA-DEO Program	Kevin Kregel	Sue Moore
Build a Career Build a Life	Diane Finnerty	Kim Carter
Cluster Hire Initiative	Kevin Kregel	Angie Johnson
Collegiate Reviews	Kevin Kregel	Sue Moore; Kim Carter
Conflicts of Commitment and Interest Policy	Diane Finnerty	Elizabeth Washburn, UI Human Resources
Conflict of Interest in Employment (Nepotism)	Kevin Kregel, Co-Chair	Elizabeth Washburn, UI Human Resources
Decanal Review	Kevin Kregel	Sue Moore; Kim Carter
Degree Verification	Debbie Millsap	
DEO Leadership Development Programs	Diane Finnerty	Sue Moore
Disability Accommodation (ADA)	UI Faculty and Staff Disability Services	Diane Finnerty
Distinction Through Diversity – Recruitment & Retention Fund	Kevin Kregel	Diane Finnerty; Kim Carter
Diversity, Equity, and Inclusion (DEI) Initiatives	Diane Finnerty	Kim Carter
Drug Use Survey and Report (biennial)	Kevin Kregel	
Dual Academic Career Salary Support	Kevin Kregel	Diane Finnerty
Dual Career Services	Adam Potter, UI Human Resources	
Electronic Conflict of Interest (eCOI)	Diane Finnerty	
Emeritus Faculty Council	Evalyn Van Allen-Shalash	Debbie Millsap
Endowed Chairs & Named Professorships	Kevin Kregel; Kim Carter	Suzanne Stratton

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Exit Surveys	Diane Finnerty	Deb Tiemens
Extensions of Tenure Clock	Kevin Kregel	Angie Johnson; Debbie Millsap
Faculty and Staff Awards Celebration	Debbie Millsap	UI Human Resources; Kim Carter
Faculty Awards/Fellowships (e.g.: Professional Development Awards; May Brodbeck Humanities and James Van Allen Natural Sciences Fellowships; Old Gold Summer Fellowships)	Kevin Kregel	Kim Carter
Faculty Development Programs	Diane Finnerty	Sue Moore
Faculty Handbook Updates	Kim Carter	Angie Johnson; Debbie Millsap
Faculty HR Representatives Committee	Angie Johnson	Debbie Millsap
Faculty Personnel Records	Angie Johnson	Debbie Millsap
Faculty Review Application Program (FRAP)	Angie Johnson	Debbie Millsap
Faculty Salary Equity Analysis	Kevin Kregel	Diane Finnerty
Faculty Search Committee Training & Support	Diane Finnerty	
Faculty Status Report (PeopleSoft)	Debbie Millsap	
Family Medical Leave Act (FMLA)	Angie Johnson	UI Faculty and Staff Disability Services
FERPA	Angie Johnson	Diane Finnerty
General Catalog - Faculty Section	Debbie Millsap	
Grievances and Faculty Concerns	Kevin Kregel	
Gun Permit Applications (Faculty)	Angie Johnson; Debbie Millsap	UI Department of Public Safety
Higher Education Recruitment Consortium (HERC) – Central Midwest Region	Adam Potter	Diane Finnerty
Honorary Degrees	Kevin Kregel	Evalyn Van Allen-Shalash
Ida Beam Distinguished Visiting Professorships	Kevin Kregel	Sue Moore
Iowa New Faculty Orientation (INFO)	Debbie Millsap; Kim Carter	
Leaves of Absence With or Without Pay	Angie Johnson	
Miller Professorships	Kevin Kregel	Suzanne Stratton
National Center for Faculty Development and Diversity (NCFDD)	Diane Finnerty	Kim Carter
Offer Letter Development	Angie Johnson	Diane Finnerty; Debbie Millsap
Path to Distinction Pilot	Diane Finnerty	Jan Waterhouse

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Personnel Register	Angie Johnson	Diane Finnerty
Phased Retirement	Jessica Wade, UI Human Resources	Angie Johnson
Policy Clarification and Recommendations	Kevin Kregel	Diane Finnerty
Post-Tenure Effort Allocation Policy (PTEAP)	Debbie Millsap	Kris Yows
Promotion and Tenure Process	Kevin Kregel	Angie Johnson
Regents Award for Faculty Excellence	Kevin Kregel	Sue Moore; Kim Carter
Review of Tenured Faculty Members – Annual and Five-year	Kevin Kregel	Debbie Millsap
Search & Selection Summary (Faculty)	Angie Johnson	
Sexual Harassment	Kevin Kregel	Diane Finnerty
Special Titles Database (e.g., DEO, Named Professorships) in UI Self Service	Debbie Millsap	Angie Johnson
Special Compensation	Angie Johnson	Debbie Millsap
Special Projects	Kevin Kregel	Diane Finnerty; Angie Johnson
Summer & Winter Compensation	Debbie Millsap	
Termination Forms	Debbie Millsap	Angie Johnson
Website Revisions	Angie Johnson	Kim Carter
Workflow Transaction System (Faculty) in UI Self Service	Angie Johnson	Debbie Millsap

For additional information, please contact the Office of the Provost:

- **Kevin Kregel**, Associate Provost for Faculty: 319.335.0256 or kevin-kregel@uiowa.edu
- **Diane Finnerty**, Assistant Provost for Faculty: 319.335.3991 or diane-finnerty@uiowa.edu
- **Kim Carter**, Assistant to the Associate Provost for Faculty: 319.335.0256 or kimberly-j-carter@uiowa.edu
- **Angie Johnson**, Faculty HR Director: 319.335.0084 or angelique-johnson@uiowa.edu
- **Debbie Millsap**, Faculty HR Specialist: 319.335.1187 or deborah-millsap@uiowa.edu
- **Sue Moore**, Administrative Services Coordinator: 319.335.1585 or susan-moore@uiowa.edu
- **Meenakshi (Gigi) Durham**, Faculty Fellow: 319.335.3355 or gigi-durham@uiowa.edu
- **Jan Waterhouse**, director of Path to Distinction Project: 319.335.5767 or jan-waterhouse@uiowa.edu

This document can also be found online on the Office of the Provost website:
provost.uiowa.edu/key-contacts-and-resources