Office of the Provost

Faculty Review Application Guidelines

This document provides instructions for using the new faculty review application:

- Probationary and Non-Tenure-Track Annual and Reappointment Reviews, and
- Tenured Faculty Annual and Five-year Peer Reviews.
- Reviews of other faculty members (e.g., adjunct, fixed-term) should continue to be monitored within the colleges.

Getting Started:

Log into Self Service:

- Click on the “Administration” tab, and
- Click on the “Faculty Review Application” link

Definition of Filters and Column Headers

- **College and Department:** College, options to display by department, departments or all.

- **Job Code:** (FT, FS, FQ or FR) > than 0%. Those required a review (annual tenured, 5-year peer, annual probationary or non-tenure track).

- **Appointment Type:** Tenured, Tenure-, Clinical- and Research-track.

- **Review Type:** 5-year Peer Review, Annual, Reappointment, Promotion & Tenure (for probationary tenure-track only, use “C Exempt” field for tenured and non-tenure track), and No Review Due.

- **Review Year:** Current review year 16/17.
- **Include Secondary Appointments:** the default does not include secondary, tertiary etc. appointments. If you chose to see these appointment types, click this option.

- **Show Differences:** displays differences (only for collegiate Faculty HR Reps with exception of the Carver College of Medicine).

- **C Exemptions:** If exempt, no review is required. Select the reason from the drop down box, which will populate the dashboard.
  
  - Administrative Deferral
  - Promotion Review
  - Phased Retirement
  - Within 1 Year of Retirement
  - Leave of Absence
  - Resigned/Terminated
  - Discretionary as Approved by the Provost Office (requires Provost Office approval in writing)
  - CCOM included in 5 Year Peer (based on collegiate procedures)
  - TCOB included in 5 Year Peer (based on collegiate procedures)

- **Appt%:** Appointments and percent effort. With your mouse hover over the column header. This will display the percent time for all current paid and unpaid appointments.

- **Appt #:** Number of current appointments the faculty member holds. With your mouse hover over the number. This will display all current paid and unpaid appointments.

- **Title:** Displays a list of title required to receive a review.

- **Prob. Dec. Year:** Year required to be reviewed for Promotion & Tenure.

- **Current End Date:** Date in which the faculty member appointment ends. Only for probationary tenure, clinical- and research-track faculty.

- **Type:** Review type – Annual, Reappointment, or 5-Year Peer.

- **C Rev. Type:** Review due based on collegiate data. Only collegiate Faculty HR Reps. have the option to view/edit this field with the exception of the Carver College of Medicine.
- **C Exempt**: Exemptions are determined by the College and must be approved by the Office of the Provost. If an exemption is listed, you will not see the “Start Review” button.

- **Comments**: This field allows you to type in comment. Click on the blue box 📝 to add a comment. To save a comment, click on the green box ✅. To remove or delete a comment click on the red box ❌. The “Details” box displays data from Faculty Status. Only collegiate Faculty HR Reps. have the option to edit this field with the exception of the Carver College of Medicine.

### Start Review Form:

- **Workflow Status**: Click “Start Review” to begin the workflow process. Once initiated it will say “Routing” or “Completed” in this column.

  “Start” will not be displayed for “no review due,” “exemptions,” or review type conflict another review type.

  Note: Once you start a review, you can save it as a draft and complete it later.

### Annual Review – Probationary and Non-Tenure Track Faculty Review

- **Annual**

  **Required Field**

  Remarks added should be applicable to the current review year.

  Upload an attachment by clicking one of the following types: CV, Evaluation Documents, Correspondence

  * Fields are required before you can initiate workflow.

Please note: the Faculty Reviewee must approved the form after initiated. The faculty member’s “Approval” does not imply agreement with the outcome of the review.
Reappointment Probationary and Non-Tenure Track

Required Fields: “Terminal Year” if applicable and “New Faculty End Date”.

Remarks added should be applicable to the current review year.

5 Year Peer Tenured Faculty Review

* Fields are required before you can initiate workflow.
Comments:

If you make a change to the workflow form while it is still routing, you can notify others on the workflow path of your change by clicking on the Comments link.

Terminal Year:

For Faculty whose current appointments end the next fiscal year or for whom a one-year terminal appointment is being recommended, the collegiate dean must provide each faculty member a written notice of intent to terminate no later than one year prior to the termination date. Such written notice must be given prior to the Deadline for Notice and Non-renewal. See “Notice of Non-renewal” in section III 12.2 of the Operations Manual. The transaction form does not constitute notice of non-renewal.

The General Counsel’s office does not feel it is necessary for departments to maintain a paper copy of the documents attached in workflow.

Attachments:

Those on the workflow path can add or change attachments (faculty can only add attachments).

e-Personnel File: Documents that will auto-upload to the faculty member’s e-Personnel: CV and Evaluation Documents.

For additional information about this process, please see: “Attachment Requirements for Faculty HR Forms”: http://provost.uiowa.edu/attachment-requirements-faculty-hr-forms
Workflow Path:

- Select the appropriate path from the options given. The path for tenured faculty reviews is the same as for probationary and non-tenure-track faculty reviews, except tenured faculty, reviews do not require Provost Office approval unless determined by the Dean’s level to require Provost Office review. If Provost Office review is required, the Dean’s level approver should ad hoc the form to Angie Johnson (angelique-johnson@uiowa.edu).

- If the review form is unapproved by the faculty member for longer than 7 days, an automated message will be sent. If, after 14 days, the reviewee has not approved a form, the department may contact their faculty HR Rep to discuss options. If it is determined that the workflow path should be overrode and the form is returned to the previous level without the faculty member’s electronic signature, all documents should be forwarded to the faculty reviewee’s email address as attachments and personal confirmation should be documented that the email was received. A note to this effect should be made in the “Remarks” section of the workflow form that is returned to the previous level (e.g., “Form moved on from reviewee after [____] days of inaction. All review documents sent to reviewee via email by [name]”).

Monitoring Compliance:

- To run customized compliance reports, you can click on the drop down box to filter workflow forms that are “Not Initiated,” “Routing,” or “Completed.”

Completion Timeline:

Probationary and Non-Tenure Track Faculty Reviews:

- Deadline: A completed Faculty Review workflow form must be received in the Office of the Provost by April 15th of each year.

Tenured – Annual and Five-Year Peer Reviews:

- Deadline: All tenured faculty reviews must be completed and processed through the workflow system by June 30th of each year. Faculty Review workflow forms must be completed for each scheduled review – whether or not the review was conducted.

Faculty Status Report: The Faculty Status Report, from which the review list is drawn, is available electronically (see: Faculty Status Report). Deans, DEOs, and most collegiate administrators have access to this report using their Hawk ID and password. Access for other individuals may be requested by contacting Kris Yows, Office of the Provost, at kristina-yows@uiowa.edu.
Related Policy:

✓ III-10.1 Tenure and Non-Tenure Appointments policy: http://www.uiowa.edu/~our/opmanual/iii/10.htm#101
✓ III-10.9 Clinical Track Policy http://www.uiowa.edu/~our/opmanual/iii/10.htm#109
✓ III-10.10 Research Track Policy http://www.uiowa.edu/~our/opmanual/iii/10.htm#1010
✓ III-10.7 Review of Tenured Faculty members: http://www.uiowa.edu/~our/opmanual/iii/10.htm#107

Important Facts:

✓ If you can view the review form, you can edit the form at any time.
✓ If you attached a document after the form has been initiated, the faculty member will receive notification.
✓ If you add a comment, those on the workflow path will receive notification.

Thank you for your efforts to ensure the effective and efficient review of the faculty. Please contact Angelique Johnson (angelique-johnson@uiowa.edu) or Debbie Millsap (deborah-millsap@uiowa.edu) in the Office of the Provost with any additional questions.