

Office of the Provost  
**Overview of the Year for DEOs  
and Faculty Administrators**

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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. The electronic version of this document can be found on the Office of the Provost website: <http://provost.uiowa.edu/resources-deos-academic-administrators>

**AUGUST**

**Academic Year Begins.** For various University and collegiate calendars, see <http://www.uiowa.edu/homepage/calendar/>.

**[Career Development Award](#)** requests due to the DEO.

**[Iowa New Faculty Orientation \(INFO\) with the President and Provost New Faculty Welcome Reception](#)** 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 opportunity to enroll in 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 and President and Provost's Welcome Reception.

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

**SEPTEMBER**

**[Career 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: Policy on Human Rights, Non-Discrimination Statement, American with Disabilities Act (ADA), Accessibility Statement, and [Religious Diversity](#) (EOD).

**OCTOBER**

**[Faculty Development Awards 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.

**[Career Development Award](#)** requests due to the Provost

**[Annual Policy Notifications](#)** distributed on topics which include: Campus Security, Drug Free Environment Policy, UI Statement on Access to Medical and Exposure Records, and Appropriate Use of UI's Accessibility and Non-Discrimination Statements.

## 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 topics which include Use of University Name, University Intellectual Property, Royalties from Course Material, Policy on Supplemental Activities and Extra Compensation, Employment on Grants and Contracts, Gift Law, Policy on Vendor Conflicts of Interest, Use of University Supplies, and [Automatic Extension of Tenure Clock](#).

## 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, Conflict of Interest and Commitment, Conflict of Interest in Employment (Nepotism), Conflict of Interest in Purchasing and [Staff and Faculty Performance Review](#).

## 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 December).

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 Conflicts of Interest in Human Subjects Research Policy Implementation](#), , and UI Health Care Conflict of Interest Policy.

## 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 – Faculty and Staff](#).

<p><b>March</b></p>	<p><a href="#">Ida Beam Visiting Professorship</a> recipients announced.</p> <p><b>Faculty Development Awards reports</b> 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.</p> <p><b>Promotion Review Process:</b> Provost Office completes review process and communicates decisions to deans.</p> <p><b>Final recommendations on faculty promotions submitted to the Board of Regents</b> for approval at the April Board of Regents Meeting.</p> <p><a href="#">Annual Policy Notifications</a> distributed on <a href="#">Minors on Campus</a></p>
<p><b>April</b></p>	<p><b>Annual Reviews</b> of probationary tenure, clinical, instructional and research track faculty (begun in February) are due from the College to the Office of the Provost.</p> <p><b>Annual Report of Outside Professional Activities and Interests</b> via the <a href="#">eCOI online</a> disclosure system due by April 30<sup>th</sup>.</p> <p><a href="#">Annual Policy Notifications</a> distributed on <a href="#">UI Affirmative Action Plan (OED)</a>, Tobacco Free Campus, Prohibition on Human Trafficking</p>
<p><b>May</b></p>	<p><a href="#">Annual Policy Notifications</a> distributed by Human Resources regarding <a href="#">ePersonnel Files</a>.</p>
<p><b>June</b></p>	<p><b>Tenured Faculty Reviews</b> – annual and five-year peer reviews – must be completed and entered into UI Workflow by June 30<sup>th</sup>.</p>
<p><b>July/ August</b></p>	<p>Memo is distributed by Office of the Provost and Office of the Chief Diversity Officer regarding the <a href="#">Academic Accommodations for Students with Disabilities</a>, which summarizes the basic information that faculty members need to know about accommodating students with disabilities.</p> <p>The guide, <a href="#">Assisting Students with Disabilities: A Guide for Instructors</a>, provides additional background and helpful detailed information.</p>

# Quick Reference Guide for DEOs

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## OFFICE OF THE PROVOST RESOURCES

[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](#) that can provide ongoing advice and guidance on processes/policies.

## CAMPUS RESOURCES FOR ADDRESSING PERSONNEL ISSUES

[Behavioral Risk Management](#): Eli Hotchkin, Director, Threat Assessment Team, University Human Resources, 384-2955

- BRM protocol is an attempt to respond with a planned comprehensive approach to the continuum of behaviors that could lead to hostility and violence in the workplace.

[Chief Diversity Office](#): Melissa Shivers, Interim Chief Diversity Officer and Vice President for Student Life 335-0124

- Collaborating across campus, [Equal Opportunity and Diversity](#), [Diversity Resources Team](#) and [Center for Diversity & Enrichment](#), within the Chief Diversity Office, 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, 335-2656.
- [Central Midwest Higher Education Recruitment Consortium \(HERC\)](#): Adam Potter, Director, 335-2656.

[Disability Resources](#)

- [Faculty and Staff Disability Services](#), Nathan Stuckey, Director, 335-2663
- [Student Disability Services](#): Mark Harris, Director, 335-1462

[Equal Opportunity and Diversity](#): Jennifer Modestou, Director and Deputy Title IX Coordinator, 335-0705

- [ADA Coordinator](#)
- 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, Associate Provost for Faculty, 335-0256

- [Faculty appointments](#)
- [Faculty policies](#) (promotion & tenure, conflict of interest, etc.)
- [Faculty orientation and development programs](#)
- Faculty grievances

[Office of the Ombudsperson](#): Cynthia Joyce, Staff Ombudsperson, Rachel Williams, University Ombudsperson, and Kristal Gibson, Associate 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](#): Monique DiCarlo, 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](#): Melissa Shivers, Vice President for Student Life, 335-1162

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

[Office of the Vice President for Research and Economic Development](#): John Keller, Interim Vice President for Research and Economic Development, 335-2453

- Support and advancement of research, scholarship, and creative activity on our campus.
- [University of Iowa Research 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, 335-0056

- 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. UI](#).

[University Human Resources: 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