

# BUSINESS BRIEF

**February 2024**

## Important Dates

- 1/31** First-Year Seminar proposals due <https://fys.uiowa.edu/proposals>
- 2/07** Student Technology Fee proposals due <https://clas.uiowa.edu/it-group/student-technology-fees>
- 2/23** Monthly payroll cutoff. Please submit forms (i.e., Phased Retirement, Renewal of 0% Adjuncts, and Terminations) timely to ensure they are through Workflow prior to this date. Termination forms can be entered as soon as the last working day is known.
- 4/30** The Annual Disclosure of Outside Professional Activities and Interests began on January 1, 2024. Go into the eCOI online disclosure system to complete the Annual Disclosure and/or update the record.

## Summer 2024 Courses and Registration

Some quick reminders about Summer 2024 course offerings in order to provide accurate information to students. Early registration for summer 2024 is **March 4 – 8**.

- Schedule Builder was available for students on **October 2**.
- Textbooks should be finalized on MyUI by Early Registration, according to federal law. Violation of this law places the University in jeopardy of losing federal funding
- Each CLAS undergraduate course listed on MyUI should have a syllabus or a summary of the syllabus attached to the course offering.
- Please ensure that instructors are assigned to all sections.
- All instructor salaries and comments should be entered into the MAUI instructor salary fields.

## FY2024 & FY2025 Proposed Fringe Rates

<https://fa.fo.uiowa.edu/fringe-benefit-accounting/currentprojected-fringe-benefit-rates>

Rate Pool	FY24	FY25
Clinical Faculty	25.60%	24.70%
Non-Clinical Faculty	31.20%	31.40%
Professional & Scientific (incl Merit Exempt)	41.20%	40.50%
SEIU	42.40%	42.50%
Merit	53.70%	54.00%
House Staff	25.50%	26.00%
Graduate Assistants	20.30%	19.70%
Fellowships	9.80%	9.60%
Temporary	11.80%	11.80%

Students	7.00%	7.20%
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## First Year Seminar Carry-Over

Carry-over of First Year Seminar funds will not be allowed. Please see the [First Year Seminar](#) policy. All funds must be spent or will be pulled back at the end of the fiscal year. First Year Seminar funds may be used to cover a variety of research-related expenditures. Department Administrators and accountants should work with faculty to assure they are able to spend their FYS funding.

## Conflict of Interest

Please review the Conflict of Interest Policies in the Workplace (18.5) and in Research (18.6) policies with faculty and staff annually (<http://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest>).

## Retiring/Resigning Faculty

Please process the forms for any faculty who are retiring or resigning at the end of the spring semester. For those who are retiring, after the termination form has been processed, please initiate the Emeritus form.

## Instructional Track Faculty: Reappointment Review Submission Process for Spring 2023

The following information applies to all instructional track faculty (ITF) and clinical track faculty (CT) **reappointment** reviews due spring 2024.

Departments should conduct all required reappointment reviews **per CLAS policy (ITF Policy, CT Policy)**. As was done last academic year, **instead of submitting the ITF and CT reappointment review documents directly into FRAP, the department will upload materials to a OneDrive folder**, link to be provided by Tiffany Schier. Nothing will be uploaded to FRAP until final decisions are made by CLAS.

Documents to upload to OneDrive:

- The review form, with the faculty's response (if any)
- The faculty's CV
- Classroom observation
- ACE evaluations

The deadline to upload reappointment materials is **March 1, 2024**.

CLAS will review all ITF reappointment review materials and make decisions on faculty reappointment and length of reappointment contract. Once decisions are made, departments will be contacted to draft reappointment letters.

After letters are signed, the department will upload all review materials and signed offer letter into FRAP, indicating the new faculty status end date. End dates should have an effective date of 06/30/20XX.

Annual reviews of instructional track faculty will continue to be submitted in FRAP.

## Offering Planner Deadlines

**Update:** The Planner Review Period for fall 2023 from **Jan. 22 – Feb 4**. It is requested that departmental changes submit revisions no later than **January 26** to allow for processing of information prior to the MyUI open date.

**Update:** MyUI Course Offerings Available and Schedule Builder Opens for fall 2024 on **February 5**.

Textbook Deadlines:

- Summer 2024
  - Early registration deadline: **March 1**
  - 4 weeks prior to the start of the session deadline: **April 15**
- Fall 2024
  - Early registration deadline: **April 5**
  - 4 weeks prior to the start of the session deadline: **July 29**

## Reminder – PTEAs Review

Please review the 2023-2024 PTEAs for your department and update any faculty who have done a course buyout or any other type of leave that may have impacted effort.

## CLAS Policies and Procedures Updates

Please use this link to see the CLAS policies that have been updated recently: <https://policy.clas.uiowa.edu/whats-new>.

## Contacts

**Tom Koepfel** – 335-0134 (Financial oversight & budgeting, Purchases over \$50K, DSP Workflow, Workflow & Security System)

**Jeff Donoghue** – 335-2605 (Staff & Visitor Budget, Chart Field Requests, Summer & Winter Session, Service Centers, Named Chairs)

**Kristina Swanson** – 335-0459 (TA/RA Budget, Renovation, Instructional Equipment, Book of Music/Subventions, Creative Writing)

**Beth Mellinger** – 353-2190 (General Expense Budget & Computer Replacement)

**Sandy Mast** – 335-9304 (Student Technology Fees, Research & Start Up)

**Ryan Kirkey** – 384-3489 (Faculty Budget, Old Gold Budget, First Year Seminar, Retention, Faculty Cost Sharing, Research Release)