

BUSINESS BRIEFS

February 2025

Important Dates

- 2/07** [Student Technology Fee](#) proposals are due.
- 2/24** Monthly payroll cutoff. Please submit transaction request forms (i.e., Phased Retirement, Renewal of 0% Adjuncts, and Terminations) timely to ensure they are through Workflow prior to this date. Termination request 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 2025 Courses and Registration Reminders

- Early registration for summer 2025 is **March 10 – 14**.
- Schedule Builder was available for students on **September 30, 2024**.
- 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.

FY2025 & FY2026 Proposed Fringe Rates

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

Rate Pool	FY25	FY26
Clinical Faculty	24.7%	23.9%
Non-Clinical Faculty	31.4%	30.8%
Professional & Scientific (incl Merit Exempt)	40.5%	40.1%
SEIU	42.5%	42.8%
Merit	54.0%	53.1%
House Staff	26.0%	26.0%
Graduate Assistants	19.7%	17.3%
Fellowships	9.6%	8.9%
Temporary	11.8%	12.6%
Student	7.2%	7.5%
Miscellaneous & Extra Compensation	4.7%	4.9%

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>).

Resigning Faculty

Please initiate the transaction request forms for any faculty who are resigning at the end of the spring semester.

Instructional Track Faculty: Reappointment Review Submission Process for Spring 2025

The following information applies to all instructional track faculty (ITF) and clinical track faculty (CT) **reappointment** reviews due spring 2025.

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 Teams 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 Teams:

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

The deadline to upload reappointment materials is **March 5, 2025**.

CLAS will review all ITF and CT 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 offer letters. After letters are signed, the department will upload all review materials and the 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

The Planner Review Period for fall 2025 from **January 27 – February 9**. It is requested that departments submit revisions no later than **February 5 to allow for processing of information prior to the MyUI open date**.

MyUI Course Offerings Available and Schedule Builder Opens for fall 2025 on **February 10**.

Textbook Deadlines:

- Summer 2025
 - Early registration deadline: **March 10**
 - 4 weeks prior to the start of the session deadline: **April 21**
- Fall 2025
 - Early registration deadline: **April 14**
 - 4 weeks prior to the start of the session deadline: **July 28**

Reminder – PTEAs Review

Please review the 2024-2025 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)