

BUSINESS BRIEFS

July 2025

Financial Compliance Responsibilities

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that should be addressed.

Financial Sub-certification: Departments will be required to complete the online financial sub-certification form for FY2025 in August. An email with the link to the Universal Workflow form and instructions will be sent at the end of July. Please work closely with your area's accountant to complete all questions and provide reasonable comments as needed.

Cash Handling Compliance: Units must have updated/approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please verify that assignments for cash handling roles are current, and the individuals are compliant with training requirements. See the related policy [here](#).

Food and Beverage and Recognition Policies: The annual review of both the departmental food and beverage and recognition policies are due to Ryan Kirkey. Please look at both and, if no changes are needed, please initial and date the current policy form and resubmit it. If changes are required, please make any updates and submit the revised policy for approval through DocuSign.

Delegation of Signature Authority: We have begun our annual review of the delegation of signature authority forms completed in your department. Kelly Kauffman will be reaching out to departments where changes to access may be needed. Please work with her on any staff turnover that will require a new delegation of signature authority form.

FY25 TDRs: Please make sure that all fiscal year 2025 TDRs are completed, including Period 14, by **July 31**.

Grad Reappointment System

Reminder that this system is open until **August 15, 2025**. Please see the [June Business Briefs](#) for further information.

Graduate Assistant Minimum Salary Increase

Eligible Graduate Teaching and Research Assistants (i.e., job classes FT19 and FR19), will receive a *minimum* 3% salary raise for the upcoming contract year. Please see the FAQs below and contact the applicable HR representative or departmental administrator if you have additional questions. Updated copies of the TA and RA templates are available on the [Graduate Assistant Appointments, Reappointments, and Termination webpage](#).

FAQs:

1. When will the minimum increase be reflected in my paycheck?

The minimum increase should be reflected on paychecks as follows:

- Graduate assistants with fiscal year 2026 appointments will see the increase on their August 1 paycheck.
- Graduate assistants with 2025-2026 academic year appointments will see the increase on their September 1 paycheck.

2. Will graduate assistants receive new offer letters with the revised rates?

No. This communication serves as written confirmation of the revised rate.

3. Will this change impact the timing of the August 1st (final paycheck) for summer graduate assistants?

No.

4. I have other questions about the increase that cannot be answered by the applicable HR representative or departmental administrator. Who should I contact?

Please feel free to contact Employee & Labor Relations Help elr-help@uiowa.edu, with any additional questions regarding this communication.

F&A Rate Agreement

The University Facilities & Administrative (F&A) rate agreement, effective July 1, 2022, continues through June 30, 2026. The current rate is 55.5% MTDC. As in the past, different rates apply to off-campus projects, instructional projects, training grants, corporate-funded clinical trials, and some other programs and/or sponsors.

Direct links for most frequently used information are:

- A copy of the rate agreement is [here](#)
- Definitions and policy on charging F&A is [here](#)
- Information on F&A, can be found [here](#)

Summer Instruction & Salary Information

Please review the following planning and budgeting guidelines for CLAS Summer Session 2026 and get in touch with Cornelia (cornelia-lang@uiowa.edu) with any questions that you might have.

CLAS Educational Priorities for Approving Summer Session Courses:

- CLAS Core General Education (GE) courses across all the CLAS Core Areas.
- CLAS Core GE courses that have had strong enrollment in prior summer sessions and during the fall and spring semesters.
- Other selected undergraduate courses that have strong enrollment during the fall and spring semesters and allow students to stay on time to degree.

Summer Course Modalities and Sessions:

- Courses may be offered in the following modalities:
 - in-person
 - online (synchronous or asynchronous or a blended format)

- During summer sessions, students prefer an online modality unless the course has a required in-person lab, discussion or studio section. In those cases, the entire course should be delivered in person.
- Please make sure the course descriptions clearly explain the modality and attendance expectations.
- CLAS has decided only to offer courses during the 6W1, 6W2 or 8W summer sessions, so please only use these for your course planning.

Instructor Assignments and Compensation:

- We encourage departments to give priority for summer teaching opportunities to **instructional-track faculty, advanced TAs who are interested in gaining valuable teaching experience, visiting and adjunct instructors**.
- Instructors are **not permitted** to teach multiple sections during the same summer session (i.e., two sections of the same course during 6W1 and 6W2). Further, CLAS aims to provide support for summer teaching to as many instructors as possible, so CLAS typically do not support the same instructor teaching over multiple sessions during the summer.
- Please make sure that any TAs who teach have an identified mentor or course supervisor to support them during the teaching session.
- Compensation for all faculty teaching summer courses follows the CLAS summer salary chart and policy. <https://policy.clas.uiowa.edu/clas-policies-and-procedures/faculty/summerwinter-salary-teaching-course>
- If there are questions or clarifications needed, please discuss with your Area Associate Dean before entering the course and instructor into the MAUI course planner.

Request Process and Timeline:

- Please enter the proposed courses into the MAUI Course Planner before the end of the day on August 7, 2025, when the planner closes to edits for Summer 2026.
- Please make sure to include the **instructor name or instructor type** (even if you don't know the instructor name) and **salary amount** (using the [current AY salary chart](#); salaries will later be updated for Summer 2026).
- CLAS Leadership will review all proposed courses after the early August deadline and plans to provide departments with summer course approvals and budgets by mid-to-late September 2025.

CLAS Policies and Procedures

Please see the [CLAS Policies and Procedures What's New page](#) to see the policies that have been updated recently.

CLAS Finance and Human Resources Contacts

Please see the [Finance and Business Operations Staff organizational chart](#) for questions about areas of responsibility.

Please see the [CLAS Main Contacts by Unit page](#) to find Human Resources representatives assigned to each department.