Office of Faculty Affairs & Development **2020**

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| **Topic** | **Items** | **Office Contact** | **Back Up** |
| Faculty Affairs Web Resources | OFAD Website | Cindy Bohling |  |
| Faculty Policy reference | Policy Manual | Pete Snyder |  |
| UI Workflow | Faculty HR Forms* Faculty Recruitment
* Background Checks
* Waivers
* Observer Forms
* Appointment
* Change in Status
* Leave of Absence
* Transfers
* Special Compensation
* Summer Appointment
* Phased Retirement
* Terminations
 | Toni McAlister / Shamika Harris / Pete Snyder |  |
| Faculty Compliance | FERPA Training Requirements | Toni McAlister / Shamika Harris |  |
|  | Academic & Professional Record | Julie Nealson julie-nealson@uiowa.edu  |  |
|  | Harassment Training | Shamika Harris / Pete Snyder |  |
| Faculty Development Resources | Faculty Development: Campus- Wide Calendar | Shamika Harris |  |
|  | New Faculty Orientation | Cindy Bohling |  |
|  | Faculty Awards | Shamika Harris / Cindy Bohling |  |
|  | DEO Administrator Resources | Pete Snyder |  |
|  | Speaking / Writing / Editing | Paul Casella |  |
|  | Conferences / Seminars | Shamika Harris |  |
|  | Women’s Conference | Shamika Harris |  |
|  | Professorships / Chairs | Shamika Harris |  |
|  | Faculty Focus | Shamika Harris |  |
|  | Annual Reviews | Toni McAlister / Shamika Harris / Pete Snyder |  |
|  | Promotion & Tenure | Shamika Harris / Pete Snyder / Toni McAlister / Cindy Bohling |  |
| Executive Committee | Appointment Approval / Promotion | Shamika Harris |  |
| Department Reviews | Scheduling / Committee Make Up | Paul Casella / Pete Snyder / Cindy Bohling |  |
| Other, misc. | FMLA / ADA | Faculty & Staff Disability Office | <http://hr.uiowa.edu/fsds> |
|  | Privileges / Credentials | Clinical Staff Office | Deb Strabala |
| OFAD Mailbox | * Secondary Appointment
* Business Plans / Proformas
* Observing Physician Application
* Offer Letter Review
* Faculty Search Waivers
 | Cindy Bohling / Toni McAlister / Shamika Harris / Pete Snyder |  |