Office of Faculty Affairs & Development **2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Shamika Harris / Pete Snyder |  |
| Faculty Compliance | FERPA Training Requirements | Shamika Harris |  |
|  | Academic & Professional Record | Julie Nealson [julie-nealson@uiowa.edu](mailto: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 | Cindy Bohling |  |
|  | Faculty Focus – ON HOLD | Shamika Harris |  |
|  | Annual Reviews | Shamika Harris / Pete Snyder |  |
|  | Promotion & Tenure | Shamika Harris / Pete Snyder / 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 / Shamika Harris / Pete Snyder |  |