

# IOWA

## School of Music Faculty Handbook

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## **ACTIVE SHOOTER CRITICAL INCIDENT PLAN**

<https://critical-incident-plan.sites.uiowa.edu/active-shooter>

## **ADVISING**

All School of Music advising questions should be directed to Melanie Sigafoose at [melanie-sigafoose@uiowa.edu](mailto:melanie-sigafoose@uiowa.edu). Her office is located in the music admin suite (VOX 1400U).

## **AED LOCATION**

2<sup>nd</sup> floor, off Pearl West Lobby, near restrooms

[Training video](#)

## **BUILDING HOURS**

- Voxman Music Building hours are posted on the SOM website: <https://music.uiowa.edu/about/building-hours>
- Main office hours (VOX 1400) are 8am – 4:30pm, Monday – Friday
- [Music Library Hours](#)
- Building and main office hours may be limited during [academic breaks](#)

## **CALENDARS**

- The University of Iowa uses Outlook for electronic scheduling. The use of Outlook electronic scheduling is an expectation of the university and the College of Liberal Arts and Sciences employees.
- Faculty who need training on how to use this scheduling resource can contact ITS for online tutorials (<https://its.uiowa.edu/training-and-events>) or reach out to office staff for training assistance.

## **COMMITTEES**

- All SOM faculty serve on at least one departmental committee, with the exception of first-year faculty, visiting assistant professors, and adjunct faculty. Committee descriptions and election/appointment processes are outlined in the [SOM Manual of Operations](#)
- Current faculty committee membership is linked below and in the appendices of this document:  
<https://music.uiowa.edu/people/committees>

## **COMMUNICATIONS AND BRANDING**

- All communications should conform to UI brand standards. For email signatures, fonts, colors, stationery and more, visit the [UI Brand Manual site](#).
- The School of Music letterhead template is found on the Faculty Resources page of the [Music Callboard](#).

## **CONTRACT DATES**

Fall semester:

- Faculty appointments begin three business days prior to classes starting
- The week of fall November break will not be considered a work week
- Appointments end the Tuesday after the Friday of finals week

Spring semester:

- Faculty appointments begin three business days prior to classes starting
- MLK Jr. Day is not a workday
- The week of Spring Break will not be considered a work week
- Appointments end the Tuesday after the Friday of finals week

If there are any questions related to contract dates, please contact the Office of the Provost, [faculty@uiowa.edu](mailto:faculty@uiowa.edu); University Human Resources, [payroll-services@uiowa.edu](mailto:payroll-services@uiowa.edu); or your local HR Representative, Kellie Kucera, [kellie-kucera@uiowa.edu](mailto:kellie-kucera@uiowa.edu).

## DIRECTORIES

- Faculty by area: <https://music.uiowa.edu/people/faculty-area> and in appendix
- Full School of Music Faculty and Staff directory: <https://music.uiowa.edu/people>
- Staff directory <https://music.uiowa.edu/people/staff>
- University of Iowa directory: <https://iam.uiowa.edu/whitepages/search>

## FACULTY OFFICE HOURS

The CLAS policy on faculty office hours: Instructors must keep **at least three scheduled office hours (60 minutes each) per week** and be available before and after class and at other times by appointment for a reasonable amount of time. Office hours must be included in the syllabus and be posted on the office door or in another appropriate public location. <https://resource.clas.uiowa.edu/syllabus-requirements-and-template>

## GUEST ARTIST/HOSTING AN EVENT PROCEDURES

- The annual call for guest artist requests from areas will come from the SOM Director to all faculty in mid-spring.
- To ensure consistency, transparency, communication and equity, please route all requests through your area heads. The two exceptions to this are ensembles and organ (they utilize different funding sources).
- Area heads should fill out the guest artist request form located on the [SOM Faculty Resources](#) web page on behalf of their area.
- School of Music Operations Specialist Molly Dahlberg will contact the requestor with the result of their request (funded, not funded, funded at a lower amount, etc.).
- **Please remember that Guest Artist allocations are all-inclusive.** We do not provide additional support for accommodations, travel, etc. beyond the initial allocation. If hosting faculty wish to make hotel reservations or other travel arrangements for guests, they may do so using their p-card. The amount spent by the faculty member will be deducted from the fee that the artist receives. Administrative staff members do not make travel arrangements for guest artist visits.
- Procedure to follow after a guest artist request is approved:

### For current U.S. citizens

- If we are paying an individual (i.e. they have a social security number) who has not been an employee or student at the University of Iowa in the past 24 months, the faculty sponsor and the guest artist fill out the Guest Artist Form and the guest artist fills out the W-9. Both forms are available on the [Faculty Resources](#) page. The funding source must be completed on the form by the faculty sponsor.
- If we are paying an individual (i.e. they have a social security number) who is a current employee or student or has been an employee or student at the University of Iowa in the past 24 months, faculty sponsor and the guest artist fill out the Guest Artist Form on the [Faculty Resources](#) page. The funding source must be completed on the form by the faculty sponsor. A W-9 is not needed for this type of payment.
- If we are paying their business (i.e. they have an EIN), they need to be set up as an established vendor with the University of Iowa, and will need to send an invoice to the School of Music, attn: Accountant – see [Supplier Online Registration](#) for application and instructions.

- All completed forms for individuals who are not employees or students or for business payments must be sent to [uss-music@uiowa.edu](mailto:uss-music@uiowa.edu). Artists/businesses can expect to receive payment 2-4 weeks after completion of services.
- Completed contracts for current or recent UI employees or students, as described in the second bullet point above, should be emailed to Molly Dahlberg at [molly-dahlberg@uiowa.edu](mailto:molly-dahlberg@uiowa.edu). These individuals can expect payment on their next regular pay period or by the first business day of the following month if they are not currently employed.

#### For current non-U.S. citizens

- If we are paying an individual who has not been an employee or student at the University of Iowa in the past 24 months, the faculty sponsor and the guest artist fill out the Guest Artist Form and the guest artist fills out the W-8BEN. Both forms are available on the [Faculty Resources](#) page. The funding source must be completed on the form by the faculty sponsor.
- If we are paying an individual (i.e. they have a social security number) who is a current employee or student or has been an employee or student at the University of Iowa in the past 24 months, faculty sponsor and the guest artist fill out the Guest Artist Form on the [Faculty Resources](#) page. The funding source must be completed on the form by the faculty sponsor. A W-BEN is not needed for this type of payment.
  - On-site v. virtual visits have different requirements. Please consult with Shared Services Accountant Amy Huston ([uss-music@uiowa.edu](mailto:uss-music@uiowa.edu)). Guests are paid ~2-3 weeks after they have completed their work.

The School of Music provides house managers for all guest artist recitals. Please contact Scheduling and Facilities Manager Justin Goodchild at [justin-goodchild@uiowa.edu](mailto:justin-goodchild@uiowa.edu) with questions about house management.

See appendices for more detailed tools and resources to utilize when hosting an event in the SOM.

#### **INSTRUMENT CHECK-OUT**

University policy requires the SOM to check out university-owned instruments to registered students for university class use only. Faculty have full access to all university-owned instruments. Please contact Instrument Repair Technician Chad Walker at [chad-walker@uiowa.edu](mailto:chad-walker@uiowa.edu) for instrument requests or questions.

**Students are not charged for instrument rental for use in music education techniques courses nor when asked to check-out a secondary instrument for ensemble use.**

#### **KEYS**

All keys are distributed by our Scheduling and Facilities Manager Justin Goodchild. All faculty are given:

- Keys to their office
- A third-floor classroom master key
- Swipe access (via UID card) to the Voxman Music Building

Additional keys are distributed to faculty as needed. Contact Justin at [justin-goodchild@uiowa.edu](mailto:justin-goodchild@uiowa.edu) with any questions.

For student access to studios and rehearsal spaces, a list of names and UID numbers must be submitted to Administrative Coordinator Mae Crooks at [mae-crooks@uiowa.edu](mailto:mae-crooks@uiowa.edu) at the start of each semester.

## LOADS

These are typical loads unless an MOU is in place. SOM faculty loads are based on NASM standards and guidelines (see [NASM Handbook](#), sections II.E.4.a and II.E.4.b)

- Tenure-track = 2:2 load (2 courses in fall, 2 courses in spring)
  - UI defines one course as a 3-credit course
  - The typical teaching load for research-active faculty in the SOM is four courses per academic year (two each in the fall and spring semesters) or 16 contact hours of instruction/week for applied faculty or a combination of applied and classroom teaching.
  - Tenure-track = 40/40/20 effort allocation
    - Clock hours (1.0 FTE), 40-hour work week:
      - 40% teaching = 16 hours
      - 40% research = 16 hours
      - 20% service = 8 hours
- Instructional-track = 4:4 load (4 courses in fall, 4 courses in spring)
  - UI defines one course as a 3-credit course
  - The typical teaching load for instructional-track faculty in the SOM is eight courses per academic year (four each in the fall and spring semesters) or 32 contact hours of instruction/week for applied faculty or a combination of applied and classroom teaching.
  - Instructional-track = 80/10/10 effort allocation
    - Clock hours (1.0 FTE), 40-hour work week:
      - 80% teaching = 32 hours
      - 10% professional productivity = 4 hours
      - 10% service = 4 hours
- Visitor = 3:3 load (3 courses in fall, 3 courses in spring)
  - UI defines one course as a 3-credit course
  - The typical teaching load for visiting faculty in the SOM is six courses per academic year (three each in the fall and spring semesters) or 24 contact hours of instruction/week for applied faculty or a combination of applied and classroom teaching.
  - There is no service or research expectation for visiting faculty.

## MAILBOXES

- Mailboxes are located on the first floor in the mailroom
- This door is unlocked from 8am – 5pm, Monday – Friday. Faculty, staff, and graduate assistants can enter with their UID card outside of these hours.
- Each faculty member, staff member and graduate assistant area has a mailbox.
- Mail is distributed and picked up each morning.
- Mailing supplies are in the mail room; if supplies run out, you need specific supplies, or you need help shipping something, contact the Administrative Coordinator Mae Crooks ([mae-crooks@uiowa.edu](mailto:mae-crooks@uiowa.edu)).
- Mae can assist with shipping through FedEx. Please provide address, contact phone number, value of item(s), and required shipping arrival date if applicable.

## MARKETING

Guidelines: [23-24 Marketing Guidelines - Music.docx](#)

Faculty are strongly encouraged to share professional news:

- Email [clas-performing-arts@uiowa.edu](mailto:clas-performing-arts@uiowa.edu) with marketing requests and ideas, info for social media, or story pitches.
- Photos taken at UI events are posted at <https://ui-arts.smugmug.com/> and <https://mediagraph.io/uiowa/login>.

## MEETINGS

- All faculty and staff are invited to monthly School of Music meetings via their Outlook calendars. These meetings are an opportunity for updates, discussion and collective decision making and are a critical part of shared governance and transparency in the SOM.
- All standing committee meetings are scheduled by the respective committee chair/convenor via Outlook calendars.
- Faculty should keep Tuesdays and Thursdays at 11am free in their calendars each semester to facilitate scheduling of SOM and standing committee meetings.
- To schedule a conference room in the Admin Suite (1400 VOX) contact Scheduling and Facilities Manager Justin Goodchild at [justin-goodchild@uiowa.edu](mailto:justin-goodchild@uiowa.edu) or Assistant to the Director Claire Thede at [claire-thede@uiowa.edu](mailto:claire-thede@uiowa.edu).

## MENTORING

All junior instructional- and tenure-track faculty (in their first six years of employment, or pre-tenure [whichever comes first]), will be assigned an SOM mentor in consultation with the SOM Director. This person will serve as the junior faculty member's "go to" person for questions, advice and general support outside of the formal faculty review process. By design, each faculty mentor will not serve on the junior faculty member's review committee and will reside outside the junior faculty member's specialty area; for example, a junior tuba professor would not have a mentor that resides in the brass area. Any junior faculty member that would like a change in their mentor may request that from the SOM Director at any time. The spirit of the SOM faculty mentoring program is to provide another support mechanism for junior faculty to ensure their success.

## PIANO TUNING AND MAINTENANCE

Any projects or performances that will require additional support from our piano technician must be communicated directly with Piano Technician Jeremy Herrera ([jeremy-herrera@uiowa.edu](mailto:jeremy-herrera@uiowa.edu)) well in advance of the event. There is no guarantee that the piano technician will be available or "on call" in evenings/weekends. Please report any piano maintenance needs directly to Jeremy via email.

## PROFESSIONAL DEVELOPMENT AWARDS (PDA)

<https://policy.clas.uiowa.edu/clas-policies-and-procedures/research/professional-development-awards-pda>

Faculty are expected to fulfill their obligations on comprehensive exam and thesis committees during PDAs. For graduate committees on which the faculty member is a member (non-chair), another faculty member may be substituted, as long as it is mutually agreed upon by the faculty member on PDA, the student, and the student's advisor. Such arrangements should be made in advance of the PDA period. Committee chairs/thesis advisors may not be replaced by other faculty members and are required to continue student mentoring and chairing of thesis/comp committees during the PDA. Applied faculty are expected to view and grade required recitals given by their student(s) during their PDA. Video recordings can be requested from Music Production Manager James Edel at [james-edel@uiowa.edu](mailto:james-edel@uiowa.edu) for this purpose.

## PROSPECTIVE STUDENT DATABASE

[Prospective Student Database Tutorial 1.mp4](#) - Tutorial Video  
[Link to Prospective Student Database](#)

## **RECITAL ATTENDANCE**

- Recital attendance kiosks are used to track attendance for our Recital Attendance course.
- For recitals not hosted in the Concert or Recital Hall please check out an i-Pad from Mae Crooks ([mae-crooks@uiowa.edu](mailto:mae-crooks@uiowa.edu)). Instructions for using the iPad are in the appendices.
- Contact Prof. Volkan Orhon ([volkan-orhan@uiowa.edu](mailto:volkan-orhan@uiowa.edu)) or Mae Crooks with questions.

## **RECORDING SERVICES**

The School of Music infrastructure is equipped for all performances in the Recital Hall and Concert Hall to be audio and/or video recorded. Students, faculty, ensemble directors, and faculty sponsors of guest artists can request this service. See policies:

<https://callboard.performingarts.uiowa.edu/music-callboard/recording-studio>.

Our accreditor, NASM, requires that all graduate degree recitals are recorded and archived in the library. Faculty interested in recording projects must contact Music Production Manager James Edel ([james-edel@uiowa.edu](mailto:james-edel@uiowa.edu)) for availability well in advance of the anticipated project. There is no guarantee that Voxman facilities and SOM audio engineering staff will be available for every faculty recording project.

## **RESEARCH FUNDS**

- New tenure-track faculty (for which research is typically 40% of their evaluation process) are granted start-up research funds by CLAS. These funds may be used to support faculty research in terms of travel, equipment, books and other materials, as outlined in offer letters. Each year's allotment must be spent by June 30 of that year. If the third-year reappointment review is successful, tenure-track faculty are typically given a fourth year of start-up research funding from CLAS to assist in their preparation for tenure.
- Some faculty have studio funds specifically sponsored by a donor. These funds are to be used to support that faculty member's research and creative activities (travel, equipment, books, other materials), to support student recruitment and opportunities (within that studio), and other reasonable studio-centered purposes. Faculty members with studio funds should list the appropriate MFK for their respective funding source when applicable.
- Associate Directors receive research funds as compensation for their extra service to the School of Music. These funds are to be used to support that faculty member's professional development (esp. in areas that will enhance their performance in their leadership roles) and research (travel, equipment, books, other materials).

## **REVIEWS**

- <https://clas.uiowa.edu/faculty/faculty-appointments-review>
- SOM faculty rank and reviews document is located in the appendices

## **ROOM AND RECITAL SCHEDULING**

Policies are listed here: <https://callboard.performingarts.uiowa.edu/music-callboard/scheduling-policies>.

## **SEARCH COMMITTEES**

All instructional- and tenure-track faculty are eligible to serve on faculty search committees in the School of Music. All committees are assigned a CLAS HR rep for support and guidance throughout the process. All faculty serving on search committees should familiarize themselves with these CLAS basic guidelines:

<https://policy.clas.uiowa.edu/clas-policies-and-procedures/faculty/faculty-search-process>



All faculty serving on search committees should maintain the highest level of confidentiality throughout the process. Any questions about confidentiality should be directed to the SOM Director.

All searches should be advertised in the Chronicle of Higher Education, [HigherEdJobs.com](https://www.higheredjobs.com) and the College Music Society's Music Vacancy List. Additional advertisement locations will be identified by search committees as appropriate.

Any internal candidates invited to on-campus interviews should interview first to avoid any potential advantage or conflict of interest.

Search committees should check references for all on-campus interviewees before they arrive on campus.

At the conclusion of the search process:

- Search committees submit a recommendation and rationale to the SOM Director; the search committee's role in the search process is advisory to the Director with the ultimate hiring decision resting with the SOM Director. See sections [III.9.1.c](#) and [II.10.3.i](#) of the University of Iowa Policy Manual, section II.A.3.g in the [School of Music Manual of Procedures](#), as well as the role of the DEO outlined in the Provost's "Path to Distinction" hiring best practices.
- The SOM Director will make an offer and handle all negotiations with the candidate(s).
- After a signed offer letter is received from the chosen candidate, the SOM Director will contact the other interviewees personally to ensure they are aware of the conclusion of the search
- HR will then send a form letter to all search applicants letting them know the search is complete and a hire has been made
- SOM search committees, faculty, and staff should not share any hiring news until the official email hiring announcement from the SOM Director to the SOM at large has gone out

Any questions about search processes should be directed to CLAS HR (Melia Pieper or Kellie Kucera) or the SOM Director.

### **SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY**

<https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct>

### **SOUND SUBVENTIONS**

Faculty may submit proposals for sound subventions twice annually (October 1 and March 3). It will be the faculty member's responsibility to research Voxman facilities and audio engineering staff availability and there is no guarantee that each UI-sponsored sound subvention recording will take place on the UIowa campus.

<https://policy.clas.uiowa.edu/clas-policies-and-procedures/research/music-sound-recordings-subvention>

### **STRATEGIC PLANS**

- University <https://president.uiowa.edu/university-leadership/strategic-plan-2022-2027>
- College of Liberal Arts and Sciences <https://strategicplan.clas.uiowa.edu>

### **STUDENT MENTAL HEALTH RESOURCES**

- <https://clas.uiowa.edu/students/mental-health-wellness>

- Contact CLAS Student Care Manager Emily Hurst at [emily-hurst@uiowa.edu](mailto:emily-hurst@uiowa.edu) with questions.

### TEXTBOOKS

Faculty are responsible for ordering textbooks from University Bookstore/Iowa Hawkshop for their courses every semester. When placing the order they will need to provide the following information:

- Title
- Author
- ISBN Number
- Publisher and Copyright Year
- Purchasing Option (Required, Recommended, Optional)

Please be aware that the purchasing option is not able to be updated in MAUI. This information should be provided to the bookstore at the time the order is placed.

Instructions can be found at <https://registrar.uiowa.edu/faculty-and-staff-textbook-and-resources-help>.

### TRAVEL PROCEDURE AND FUNDS (FACULTY)

- All travel must be documented via creation of a trip in ProTrav via UI policy. [ProTrav training](#)
- Faculty may request travel funds for professional travel from the SOM thanks to the generosity of Linda and Rick Maxson. See "Travel/Project Funding Application" on the [Faculty Resources](#) page.
- Faculty travel funds are prioritized for faculty who are presenting or performing at professional events, although conference or event attendance can also be supported depending on funds available. Typical faculty travel awards are \$700 (domestic) and \$1,000 (international) per trip. A typical annual maximum per faculty member is \$2,000.
- Faculty are strongly encouraged to apply for the following UI faculty travel funding resources before requesting funds from the SOM:
  - For domestic travel (CLAS Performance Subvention funds, ~\$2,500): <https://policy.clas.uiowa.edu/clas-policies-and-procedures/research/performanceexhibition-subvention>.
  - For international travel (International Programs funds, ~\$1,000): <https://international.uiowa.edu/faculty/ip-funding/international-travel-awards>
- Faculty with start-up, research, or studio funds will be encouraged to use those funds before seeking additional SOM travel support.
- Faculty are encouraged to book refundable lodging options, if available. Refundable flights are not permitted by the university. Faculty are encouraged to book flights through [Destinations Unlimited](#), the university's approved travel agent. If a flight booked through this agency is not used, the School of Music can receive credit for future use.
- Faculty may use their p-cards for travel expenses. Faculty who do not have p-cards will be reimbursed after completion of their trip. All faculty must:
  - Collect receipts while traveling
    - Breakfast, lunch and dinner per diems may be claimed without receipts, based on departure times and location
  - Submit receipts to accountants after travel: [uss-music@uiowa.edu](mailto:uss-music@uiowa.edu).

### TRAVEL/RESEARCH FUNDS (STUDENTS)

- Students are encouraged to apply for SOM funding for professional travel and research expenses due to the generosity of the Benton family. The application is available on the [Student Resources](#) page of the Callboard in the Travel Funding section.
- A letter of faculty support must be attached to the application.

- Typical maximum student awards are \$500 (domestic) and \$700 (international) per trip/event. Students may only apply for SOM-sponsored travel funding once/year.
- Students are strongly encouraged to apply for additional UI travel funding resources. Options are listed on the [Student Resources page](#).
- Funding is reimbursed, not disbursed in advance of travel. For reimbursement, students must:
  - Collect and retain all receipts.
  - Submit receipts to accountant after travel: [uss-music@uiowa.edu](mailto:uss-music@uiowa.edu).

### **UNDERGRADUATE STUDENT ACADEMIC CONCERN FORM**

CLAS Undergraduate Programs (120 Schaeffer Hall) has created an [online reporting form](#) for instructors to use when concerns arise related to a student in one of their courses. If you have a student you are concerned about, please submit this form. You will be asked to share your name, the student's name, and a brief summary of the concern. You can choose whether to remain anonymous or not, and the CLAS staff will determine the appropriate outreach and resources to support the student.

Reasons instructors might use the CLAS Undergraduate Student Academic Concern Form:

- Student has stopped coming to class or stopped submitting assignments with no communication for more than a week.
- Student has not responded to your attempts to outreach via email or ICON website.
- Student appears to need support related to their well-being based on in class behavior or information they have shared with you.
- Student might need to be connected to additional resources on campus.
- Student has shared concerning information with you.

For more information for students in distress please refer to the respective appendix.

### **WEATHER CRITICAL INCIDENT PLAN**

<https://safety.uiowa.edu/emergency-response-guide#accordion-item-571-2>

### **WINDOW COVERINGS**

No window coverings of any kind are allowed in faculty offices, studios, or classrooms when the university-owned space is occupied by anyone other than, or in addition to, the assigned faculty member.

### **APPENDICES**

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