**CLAS MAX 2.0 Cheat Sheet**

**SUMMARY**

The current primary use of CLAS MAX 2.0 is for instructional needs.

PLEASE NOTE: Max 2.0 should not be used for requests for new Instructional Track or Tenure Track searches (see [Proposals for Instructional Track Faculty Searches in 2019-20](https://clas.uiowa.edu/deos/mailing/november-14-2018/proposals-instructional-track-faculty-searches-2019-20) and [Proposals for Faculty Searches in 2019-20](https://clas.uiowa.edu/deos/mailing/october-03-2018/proposals-faculty-searches-2019-20)) for submission instructions

MAX 2.0 should be used for:

* **Special Compensation** requests to include: faculty overload, faculty sub-pay, CDA coverage, Adjunct support for P&S position that would be teaching as overload
* **Adjunct Support**
  + Adjuncts typically hold primary positions either outside or within the University. Adjunct appointments are always temporary, part-time, and do not include benefits. Paid adjunct appointments must be less than 50% time. Beginning academic year 2019-20, the College will restrict adjuncts to teach only one course or equivalent per semester.
  + Percentage of paid appointment should be 20% per course (per semester) unless otherwise defined; this effort includes teaching only and does not involve service to the department.
  + [Further details can be found here.](https://wiki.uiowa.edu/download/attachments/190481167/New%20CLAS%20Visiting%20and%20Adjunct%20Appointment%20Guidelines.pdf?api=v2)
* **Visitors**
  + Visiting faculty appointments are made in the College to cover courses vacated by externally funded leaves, unpaid leaves, resignations, retirements, or other reasons. Visiting faculty who are appointed on an academic year basis for at least one academic year at 50% or greater effort, will be appointed with full UI Benefits.
  + The percentage of effort assigned to a 3 s.h. course should be 25% for a semester appointment, and 12.5% for an academic year appointment.
  + [Further details can be found here.](https://wiki.uiowa.edu/download/attachments/190481167/New%20CLAS%20Visiting%20and%20Adjunct%20Appointment%20Guidelines.pdf?api=v2)
  + TA Requests to include: Graders, Marker, Additional TA lines

**BEST PRACTICES**

* Label the Request Title with the session of the request at the beginning (Sp19, Su19, Fa19, etc.)
* Winter session requests should be labeled as such (ex: Wi19….) but entered under the Fall category, since only available options are Spring, Fall, and Academic Year
* If you have an instructional funding request for a role that would be assigned to an undergraduate student (i.e. marker), the request should be made under the “Graduate Teaching Assistant” for the correct routing path

**SUBMITTING A MAX REQUEST**

**Visitor Requests:**

* Budget Category: Faculty-Visitors, Adjuncts, & Emeriti (FV, FA, FE)

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| --- | --- |
| **Allocation Type:** | **Use for:** |
| Adjunct/Visitor with no benefits | Adjunct appointments or semester-to-semester visitor appointments under 50% |
| Emeritus | Emeritus faculty teaching as an adjunct. Include the faculty’s salary at retirement in the description to help Jeff. Emeritus faculty receive 10% of retiring salary per course. |
| Special Compensation (Visitor) | Overload pay for Visitor and/or Adjunct teaching above 100% |
| Visitor with full benefits (unusual circumstances) | Visitors that will be at least 50% for AY. |
| Visitor with Health and Dental Only (75% appt. AY) | Do not use. Use “Visitor with full benefits (unusual circumstances)” instead. |

* Reason Code:

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| --- | --- |
| Unexpected Absence of Instructor | Include who is gone and why in the description. |
| Faculty Replacement | Include who is gone and why in the description. |
| Conversion of Funds | Typically used if giving up TA funds to be used as adjunct funds instead |
| Other (justification required) | Include rationale in description. |
| Historically taught by visitors | Include rationale in description. |
| Enrollment Growth | CLAS will review enrollment trends to see if growth has really taken place. |
| DCE – Dis Ed (Off Campus Face to Face)  DCE – Web/Online  DCE – Workshops | No longer used. Indicate if it is an online course when entering course information. |
| Expanding Curriculum | Include rationale in description. |

* Request Title: Include the year of the visitor request in the title. Ex: Sp19 Visitor Request (YEAR TWO)
  + This helps track which of the 3 years each visitor request is in.
* Request Description: Include rationale for request.
  + If calculations are not standard, include calculations to get to salary figure in description. If Raul emails a calculation or it was discussed in a meeting, include that.
* “Continue”
* On next screen, enter the course(s) that correspond to the request under “Courses Covered”
* Select “Add New Course”
  + Enter Course Subject and Course Number
  + If single section, enter section number. If multiple sections, leave Section blank and add details to Additional Comments
  + Semester:
    - Fall – Use for fall AND for winter requests
    - Spring
    - Academic Year
  + Covered for:
    - General Education: Previously approved by CLAS for GE status
    - Required for majors: It’s possible that courses with lower than ideal enrollments could be approved if they are required for majors, since they will be necessary before the majors can continue their studies
    - One course in seq. of courses: i.e. Elementary Spanish I leads to Elementary Spanish IIXXXXX
    - Others: Provide rationale
  + Other Course Allocation Information
    - Expected Enrollment: Enter expectation. After saving, request will populate historical enrollment values for CLAS to compare to.
      * You can click on each session to see a breakdown by section of enrollments.
    - Proposed Instructor: Enter instructor name
    - FTE (Full Time Equivalent): FTE should correspond with the requested amount (eg, if requesting 3 faculty, then 3 FTE should be indicated).
      * Temporary Faculty: FTE should correspond with annual representation and dollars entered in the Requested Amount field (eg, a full time faculty for spring would be .5 FTE represented annually, a half time faculty for fall would be .25 FTE, a full time faculty for the academic year would be 1 FTE.
      * FTE Requests guide:

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| --- | --- |
| **If you would like to request:** | **Then enter this in FTE requested:** |
| 25% visitor for one semester only | .125 |
| 50% adjunct for one semester only | .25 |
| 50% adjunct for academic year | .5 |
|  |  |

* Additional Comments or Justification: Include other information that will help committee make decisions, such as:
  + How salary figure was calculated
  + Details if requesting multiple sections
  + Justification based on current enrollments or known trend that a course will “make”
* “Save”
* Additional Documentation: Examples to attach:
  + Email correspondence from Dean Curto
  + Course plans showing faculty and/or TA loads
  + Long justification that didn’t fit in original description text box
  + Justification for creating a new course

**Status:**

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| --- | --- |
| CLAS Approved |  |
| Request Cancelled |  |
| CLAS Disapproved |  |
| Draft Request |  |
| Request Ready for Review | Trying to eliminate this status. As soon as Jeff receives a request, he pushes it from this step to “Ready for Approval” |
| Request Ready for Approval |  |
| Uploaded to Dept Commitment List |  |