

BIOLOGY HR – WHO DOES WHAT

Type of Employee:	Transactions:	Contact:
Faculty <ul style="list-style-type: none"> • Tenure-track, Instructors, Assistants in Instruction 	Searches, reviews, promotion & tenure, contract renewals, complimentary appointments, CDAs, MOUs, retirement, terminations, changes of status	Becky Kick rebecca-kick@uiowa.edu 319-335-3390
Staff (P&S) <ul style="list-style-type: none"> • Research Assistants, Research Scientists, Admin Service Coordinators, Lab technicians, all staff complimentary appts 	Request hire, appointments, extensions, furloughs, pay increases, career advancements, special comp, terminations, change of status, compliance (work comp, FMLA/ADA and SHPE), employee issues Recruiting and searches Use link: https://clas.uiowa.edu/human-resources/administration-resources/transaction-request	Vance Morris vance-morris@uiowa.edu 319-335-1690 Chris Crawford christopher-crawford@uiowa.edu 319-467-4822
Grad Student RAs	Appointments, offer letters	Marlys Boote marlys-boote@uiowa.edu 319-335-2043 Becky Kick rebecca-kick@uiowa.edu 319-335-3390
	Grant funding (Before a grad student is appointed as an RA, grant acct needs to talk to the PI and approve the funding for the appointment.)	CLAS-GSO@uiowa.edu
Grad Student TAs	Appointments, offer letters, assignments	Marlys Boote marlys-boote@uiowa.edu 319-335-2043 Chris Lake chris-lake@uiowa.edu 319-467-0768
Bi-weekly & work-study students	All transactions including requesting a student hire, recruiting, change of status, terminations, pay increases, I9s Use link: https://clas.uiowa.edu/human-resources/administration-resources/transaction-request	Vance Morris vance-morris@uiowa.edu 319-335-1690 Chris Crawford christopher-crawford@uiowa.edu 319-467-4822
Postdocs/Scholars	All transactions Use link: https://clas.uiowa.edu/human-resources/administration-resources/transaction-request	Vance Morris vance-morris@uiowa.edu 319-335-1690
Immigration		Chris Crawford christopher-crawford@uiowa.edu 319-467-4822