

# Faculty Annual Review

(Last updated February 25, 2025)

## General Guidelines

- Compensated faculty at all levels must be reviewed annually by the TIU head or designee. The TIU head is accountable for the process and should maintain oversight over all reviews.
- In addition to a written assessment, annual reviews must include a face-to-face meeting of the TIU head with all probationary faculty. An opportunity for a face-to-face meeting must be offered to all faculty.

## Due Dates and Submission

- **May 15:** 9/12 faculty
- **July 1:** 12/12 faculty
- When the review process as described in the APT is completed, annual review letters are submitted to the ASC Teams folder designated for the unit. Questions about the location of this folder should be directed to [ascfacultyaffairs@osu.edu](mailto:ascfacultyaffairs@osu.edu).

## Relevant Policies and Guidelines

- See OAA [Faculty Annual Review and Reappointment Policy](#) and the [ASC APT document](#) for more information on the annual review process, including policies and procedures for nonrenewal of probationary faculty and nonrenewal of appointments for non-probationary clinical/teaching/ professional track faculty, research faculty, and associated faculty.
- ASC Annual Review Letter Template (see ASC Intranet)

## Content of Annual Review Letters

- Provide a narrative evaluation of performance in relation to the unit's APT document, the faculty member's assigned workload, and previously articulated goals and expectations for the year. A purely descriptive summary or list of activities is not sufficient.
- State whether the faculty member is meeting expectations in teaching/advising, scholarship, and service and establish and explain the need for remedial steps where necessary.
- Comment on progress toward promotion towards tenure, promotion, reappointment and ongoing outcomes.
- Must inform faculty of their right to review their personnel file and to submit for inclusion in the file a written comment on any material contained therein.
- If available, describe each faculty member's workload allocation for the upcoming academic year in accordance with the university's [workload guideline](#). Doing so is optional this year but OAA will require it beginning with the annual review of the 2025 calendar year that takes place in Spring 2026 (i.e., in one year).
- Within each category of teaching, scholarship, and service and as applicable, recognize: (a) teaching and advising, (b) new course development (c) research, scholarship or creative work plans, (d) publications/creative works, (e) funding, (f) honors and awards, (g) engagement with partners beyond the university, (j) ways in which individual faculty members exemplify and reinforce the university's shared values, including creating unit cultures that are inclusive, supportive, and characterized by civility and mutual respect. See the ASC Annual Review Letter Template for examples.