



Conducting Annual Reviews

Autumn 2025

Agenda

1. Background
2. Policy Comparisons
3. Process Walk Through
4. General Considerations
5. Steps Needed to Complete BEFORE Beginning Process This Year
6. To Do Before December 2026
7. Resources

Background

SB 1 required the Board of Trustees to enact and update several policies, including

- Faculty annual review
- Post-tenure review process
- Updated workload

This training will focus on implementing the UPDATED annual review policy

Why do we conduct annual reviews?

Policy Comparisons



Faculty Annual Review—Old Policy

- Annual review for all compensated faculty
- Required written assessment
- Required face-to-face meeting with all probationary faculty
- Opportunity to provide written comments
- Reviews due by 5/15 or 7/1

Faculty Annual Review—Interim Policy

- Annual review for all compensated faculty
- Requires “standardized, objective, and measurable performance metrics”
 - Defined by the unit
- Unit defines review period, which determines due date
- Added possibility of post-tenure review
- Each area of assigned work with at least 5% workload assigned must be evaluated and rated
 - Faculty with full time administrative appointments will be reviewed by their supervisor
- Ratings must include “exceeds expectations,” “meets expectations,” “does not meet expectations”
 - Units are to define and may add up to two additional defined ratings

Faculty Annual Review—Interim Policy

- Student evaluations must account for 25% of the teaching component
- Opportunity to provide written comments at TIU level
- One annual review will be generated for all faculty, including regional campus faculty and faculty with joint appointments
- Deans are to provide an agreement or disagreement with ratings
- Any disagreements are decided by the provost
- Provides an appeals process if a faculty member disagrees with a rating decision
- Annual review outcomes could lead to a post-tenure review
- All annual reviews to be forwarded to OAA

Process Walk Through



OVERVIEW

Process Overview

1. Faculty member submits materials
2. (Eligible faculty review and provide recommendations to reviewer)
3. Written annual review drafted
4. Meetings occur
5. Written annual review finalized
6. Comments Process
7. (Appeal)
8. Dean reviews and approves or disapproves ratings
9. (Appeal)
10. Provost review and makes any needed final decisions

**ALL compensated faculty
must receive an annual
review—tenure track, CTP,
research, AND associated**

Faculty Member Submits Materials

What to submit should be defined in each unit's APT document

- At a minimum, this must include information on any area of work with a least 5% time allocated
- TIUs must maintain a current curriculum vitae (CV) for all compensated faculty
- Assistant and associate professors must submit an updated core dossier annually

All materials are to be submitted to Interfolio's Review, Promotion, and Tenure (RPT) module

(ELIGIBLE FACULTY)

Eligible Faculty May Review

OAA Recommendations

- Annual engagement for probationary faculty
- Once every three years for associate professors

They may provide feedback on performance and share with the TIU head or designee for inclusion in the annual review review

They are NOT to provide an additional letter to the faculty member

TIU HEAD OR DESIGNEE

“Department Chair”

Definition of “department chair”

- TIU in departments and schools (i.e., department chair, school director)
- Associate dean in colleges that are the TIU or designee
- Regional campus dean/director or designee

Delegation allowed to only the following roles:

- Associate chairs/deans, vice chairs/deans, division chairs/directors

TIU HEAD OR DESIGNEE

Who conducts the annual review?*

Campus	Dept/School?	Joint Appt?	Completer
Columbus	Yes	No	Department chair
Columbus	Yes	Yes	TIU and joint appoint chairs
Columbus	No	No	Associate dean
Columbus	No	Yes	Associate dean and joint appointment chair
Regional	Yes	No	Regional campus dean/director and department chair
Regional	Yes	Yes	Regional campus dean/director, department chair, and joint appointment chair
Regional	No	No	Regional campus dean/director and associate dean
Regional	No	Yes	Regional campus dean/director, associate dean, joint appointment chair

**ALL written annual reviews
MUST use the OAA Annual
Review Template
(and faculty should receive
only ONE letter)**

TIU HEAD OR DESIGNEE

Template Introduction

OFFICE OF ACADEMIC AFFAIRS

Annual Review Template

Faculty member (name, title, rank):

Track and pathway (If applicable):

Department/school:

College:

Campus:

Review year:

Review completed by:

Date of review:



Workload allocation

Provide the previous review year average workload allocation for any area of effort with at least 5% assigned (e.g., teaching, scholarship, service, clinical work, administration, others as defined by the TIU head, regional campus dean/director and/or unit APT document). This information should be available in the previous year's annual review. For the 2026 annual review only, if workload for 2025 was not provided, list estimated workload. Annual review writers may seek input from the faculty member about what their workload distribution was for the previous review period.

Teaching and mentoring (including clinical teaching, advising and supervision):

Research, scholarship or creative work plans:

Service:

Clinical care (if separate from teaching and mentoring):

Administration:

Additional areas determined by the TIU head, regional campus dean/director and/or articulated in the unit's APT document (describe each additional area):

If the documented workload and faculty member's reported workload do not coincide, provide the reason for this discrepancy.

Areas of work evaluation

Complete for each area of work in which a faculty member had at least 5% effort allocated. Add additional sections as needed.

Area:

Workload allocation for that area for the review period (out of 100%):

- What were the expectations for the faculty member in this area during the review period?
- How do you evaluate the performance of the faculty member in this area during the review period (use the metrics defined in the APT document as a basis for the evaluation)?
- Provide additional qualitative feedback on the faculty member's performance in this area.
- Include explicit goals for the next review period based on the evaluative feedback.
- Provide a rating of the faculty member's performance in this area. The rating must include "exceeds expectation," "meets expectations" and "does not meet expectations," though units can include up to two additional ratings, which must be defined in the unit's APT document.



Ratings

Each area of work with at least 5% workload assigned must be given a rating

At a minimum, rating must include “exceeds expectations,” “meets expectations,” and “does not meet expectations”

Units may add up to two additional ratings

Summary evaluation

Provide an overall narrative evaluation of performance for the review period. This evaluation does not have to include a specific rating, though units may include one if they choose. Reaffirm or update the workload allocation for the next review period and include explicit goals for each area of work assigned. If updating the workload, provide a clear interpretation of what this new workload allocation will look like for the faculty member.



Rights, Next Steps, and Appeals Process

This review was completed in compliance with the [interim Faculty Annual Review, Post-Tenure Review, and Reappointment policy](#). This letter will be placed in your primary personnel file and will become part of your dossier for subsequent reviews. Under university policy, you have the right to review your primary personnel file and may place in it, and in your dossier where appropriate, a response to any evaluation, comment, or other materials it contains.

Upon finalizing this written annual review, this document, any comments generated, and any supporting materials will be forwarded to the dean for review and approval or disapproval. If the dean approves the ratings, all materials will be forwarded to the provost for review. If the dean disapproves any rating, the provost will make the final decision.

Should you wish to appeal any rating in this review, you have 14 days to identify any ratings with which you disagree with and to demonstrate that the final evaluation contains a substantive factual error, inconsistently applies the established criteria of the TIU, or otherwise does not align with the criteria of the TIU. You may only appeal ratings decisions.



TIU HEAD OR DESIGNEE

Meetings

A meeting must occur between probationary faculty and the completer of the annual review

All other faculty are to be offered an opportunity to meet

Meetings should occur prior to the release of the final written annual review and start of the comments process. A preliminary review may be shared prior to meeting.

Should deans in colleges wish to meet with faculty, this is to occur AFTER the annual review has been completed, but may occur before they approve or disapprove the ratings

- Each reviewer must only participate on ONE level of review

TIU HEAD OR DESIGNEE

Comments Process

Faculty members may provide comments to the written annual review

The completer of the written annual review must acknowledge receipt of the comments and may respond and/or revise the written annual review

All comments and responses will be shared with the dean and provost as part of the ensuing review/appeal

Comments may include, but are not limited to, clarification of the record, corrections, and/or comments about agreement or disagreement of ratings

(APPEAL)

Appeal Process

What is appealable?

- Only rating decisions are appealable

What is to be included in an appeal?

- The faculty member must demonstrate that the final evaluation contains a substantive factual error, inconsistently applies the established criteria of the TIU, or otherwise does not align with the criteria of the TIU

Is assigned workload appealable?

- No, only rating decisions are appealable

(APPEAL)

Appeal Process

Timing

- A faculty member must submit an appeal within 14 days of the conclusion of the comment cycle

What to include?

- Any rating decisions with which the faculty member disagrees, a rationale for the disagreement, and any additional relevant information

DEAN OR DESIGNEE

Dean Review

Must review and approve or disapprove each rating for each area of work and any overall rating for ALL faculty annual reviews, including those that have been appealed

If in agreement, no additional feedback is required

If not in agreement, the dean may provide a rationale for the disagreement to be shared with the faculty member and the provost

This process has been built as a form in Interfolio

(APPEAL)

Appeal Process for Dean Review

If the dean disapproves any rating from the chair review, it will be automatically appealed to the provost

If a faculty member wishes to appeal to the provost, the same process as described for an appeal to the dean is to be followed

- The 14-day period will begin once the dean has submitted their approvals/disapprovals

PROVOST REVIEW

Provost Review

If the dean approves all ratings and the faculty member does not appeal, the provost will review only

If the dean disapproves any ratings and/or the faculty member appeals, the provost will review and make a final decision on any disputed ratings

General Considerations



Completion Order Considerations

OAA strongly encourages units to stagger the completion and release of annual reviews in the following order, giving precedence to those listed first.

- Probationary faculty with a forthcoming mandatory review
- Assistant professors
- Any tenured faculty member who needs a post-tenure review
- Associate professors
- Professors, lecturers, senior lecturers

Providing Ongoing Feedback



Be Clear and Consistent





Keep Records



Calibrate Expected Changes to the Time Remaining in Subsequent Review Period



THE OHIO STATE UNIVERSITY

Evaluating Teaching

SEI has been replaced by the SSLE—updated guidance is provided in the OAA Procedures and Guidelines Handbook

At least 25% of teaching component must be student driven

- If no SSLE in a course, units must determine how student feedback will be gathered
- For example, low enrollment courses, independent studies, research studies

Other teaching outcomes should be considered

Considering Part-Time Administrative Appointments

The completion of the annual review is to coordinate with the supervisor of the administrative appointment to gather an evaluation and rating of that work for inclusion in the written annual review

Considering Part-Time Associated Faculty

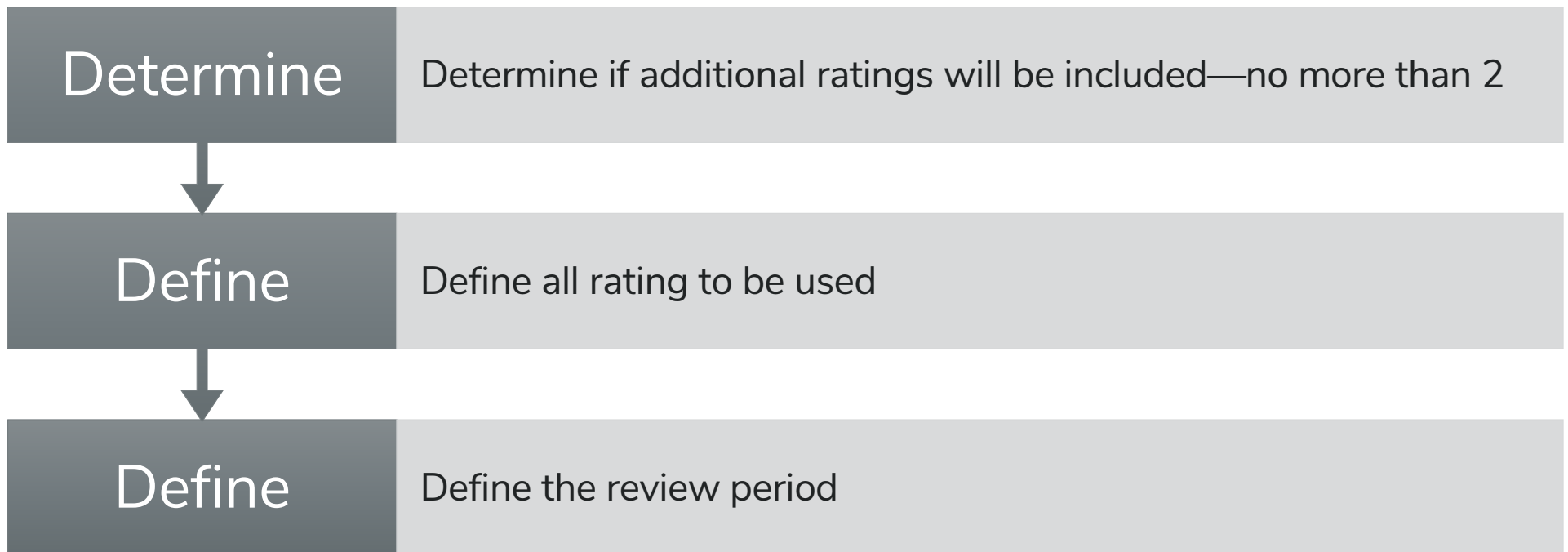
An evaluation only needs to be conducted for any areas with work assigned

For example, an annual review for a lecturer who teaching one course would only be expected to evaluate that single course

Steps Needed to Complete BEFORE Beginning Process



For Annual Reviews Completed in 25–26



To Do Before December 2026



APT Documents MUST Include

Definitions for the rating scale categories

- Must include “exceeds expectations,” “meets expectations,” and “does not meet expectations.”
- Any added ratings (no more than two) must be defined
- Must define what comprehensive and standardized metrics will be used
- May use criteria similar to those listed for appointment and promotion when defining the rating categories
- Units may develop rubrics to promote clarity and consistency

Must articulate that the expected standard for faculty performance is “meets expectations”.

APT Documents MUST Include

Must define the review period, which will then determine the required completion date for the unit

An annual review is considered complete with respect to due dates when the written annual review and any comments, as relevant, are sent to the dean

For example

- Review period: calendar year (January 1–December 31)
- Completion date: end of spring semester

Resources



Resources

- [Office of Faculty Affairs/Office hours](#) – weekly on Fridays throughout autumn semester 2025. More information available on Faculty Affairs website.
- [SB 1 Compliance website](#) – will be updated as new information or additional guidance is developed
- [Faculty Annual Review, Post-Tenure Review, and Reappointment interim policy](#)
- Annual review guidance on [Faculty Affairs website](#)
- Required Annual Review Template posted on [annual review guidance site](#)
- [University Faculty Rule 3335-5-04](#)

Questions?

