



College of Arts and Sciences

Annual Review Workshop for TIU Heads and Case Managers



Welcome and Introductions

Kristi Williams



The Purpose of this Workshop

- For: TIU Heads and Case Managers
- What: Overview of the New Requirements and Process for Annual Reviews
- Why: To help familiarize TIU Heads and Case Managers with the new Annual Review requirements and process.
 - Chat function is available for questions

Agenda

- Annual Review Overview
- TIU Head Responsibilities
- Review Notification and Comment Process
- Appeals Process
- College Level Review
- Final Logistics



Annual Review Overview

Kristi Williams



Common Initials and Terms

TIU	Tenure Initiating Unit (department or school)
TIU Head	Department Chair or School Director
Reviewer	Person responsible for conducting the annual review (e.g., TIU Head, Center Director, Regional Campus Dean/Director)
Case Manager	Staff member supporting annual review process
APT	Appointments, Promotion and Tenure document
POA	Pattern of Administration document
OAA	Office of Academic Affairs
Interfolio FAR	Faculty Activity Reporting in Interfolio
Interfolio RPT	Review, Promotion, and Tenure in Interfolio

Annual Reviews

- OAA has required written annual evaluations of all compensated faculty since 1993. This includes all tenure-track faculty (including those at the rank of professor), all clinical, teaching, practice and research faculty, and all compensated associated faculty, including lecturers.
- SB1 required the Board of Trustees to enact and update several policies including faculty annual review, post-tenure review, and workload.
- Faculty Annual Review, Post-Tenure Review, and Reappointment interim policy

Annual Review Process Overview

- Faculty member submits annual review materials to Interfolio RPT
- TIU Head draft annual review letter
- Annual review meetings occur – required for all probationary faculty
- Written annual review is finalized and uploaded to Interfolio RPT
- Comments process – 7 days
- Appeal process – 14 days
- College dean reviews case and either approves or disapproves with review ratings
- College appeal process occurs automatically only if dean modifies a TIU rating. Otherwise no appeal. Faculty member has 14 days to submit written materials to Provost.
- Provost review



Deadlines

Feb 2	Suggested deadline for faculty to submit annual review materials to chairs and directors
May 1	TIU Heads complete all annual reviews: <ul style="list-style-type: none">➤ Required meetings with probationary faculty➤ Annual review letters➤ Notify faculty of the review and initiate the 7-calendar day comment period
May 15	TIU Heads and Case Managers complete unit-level review process <ul style="list-style-type: none">➤ Upload comments to Interfolio RPT (including TIU Head response, if applicable)➤ Upload the final annual review letter to Interfolio RPT➤ Notify faculty of the appeals process and initiate the 14-calendar day appeals period➤ Forward all cases in Interfolio RPT to the College➤ Upload faculty ratings spreadsheet and summary of criteria to Teams
May 29	Report any non-renewals of probationary faculty to the Office of Academic Affairs (non-renewals require a Fourth Year Review process)

Questions?



TIU Head Responsibilities

Kristi Williams



TIU Head Responsibilities

- To follow the procedures for annual review outlined in the [Office of Academic Affairs Annual Review Policy](#) and in the unit's APT document.
- To issue a call to the compensated faculty to submit annual review materials
- To develop, in consultation with the eligible faculty, criteria, metrics, and ratings for the annual review
- To provide a written evaluation of all compensated faculty members using the OAA Annual Review Template and, for jointly appointed faculty, to consult with the head of the other unit
- To provide an annual review to each compensated faculty member by **May 1**.
- To hold a scheduled face-to-face meeting with all probationary faculty members by **May 1** and provide an opportunity for a face-to-face meeting by **May 15** for all other compensated faculty.
- To complete the 7-day comments period, initiate the 14-day appeal period, and forward cases to ASC by **May 15**, along with the college-provided Excel spreadsheet for summarizing ratings and the summary of criteria, ratings, and metrics used in the evaluations.



OAA Annual Review Letter Template



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:

OAA Annual Review Letter Template (continued)

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.



OAA Annual Review Letter Template (continued)

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.

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.



OAA Annual Review Letter Template (Details)

- Copy/paste and complete the “Area” section of the template for each area of evaluation for which the faculty member had at least 5% of their workload assigned in 2025
- Complete only one “Summary Evaluation” section for each faculty annual review. We recommend not assigning a rating (meets expectations, does not meet, etc.) for the overall summary as it is not required and not used for purposes of potentially triggering a post-tenure review.
- In the summary section, reaffirm or update the previous year’s workload assignment. If the workload for 2026 changes due to unanticipated circumstances, you will be able to revise it and report the actual 2026 workload in the review of that period next year.
- Include the “Rights, Next Steps, and Appeals Process” template text in the review

OAA Annual Review Letter Template (continued)

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.



Assigning Workload

- Individual faculty workload assignments may fall out of the standard university workload ranges within the boundaries described below.
- Tenure-track faculty cannot be assigned a research workload lower than 20% unless on approved leave or by MOU or divisional dean approval.
- Increases in teaching effort should not serve as a long-term response to lack of performance in other areas.
- Addition/subtraction of one 3-credit hour course from the standard classroom teaching assignment adjusts the teaching workload by 10 percentage points.



Who conducts the annual review?

- There should only be one annual review letter for each compensated faculty member completed by the TIU head or delegate (if delegation is established in APT).
- A separate letter from the CEF should not be included in the review. If units use this process, the CEF letter is advisory only to the TIU Head and does not become part of the review or the faculty member's record. Nor should it be provided to the faculty member along with the TIU Head's review *unless it is clearly stated in writing that the CEF review is only advisory to the TIU Head and the TIU Head's evaluation is the official annual review.*
- For jointly appointed faculty, TIU heads consult with the other TIU Head in line with existing MOUs and unit APT documents.
- For regional campus faculty, the regional campus dean/director and the TIU head will collaborate on the annual review letter (details in next section).



Who conducts the annual review?

Faculty Member	Reviewer
Columbus Faculty	TIU Heads (chairs and directors)
Columbus Faculty with joint appointment	TIU Head with input from joint appointment chair/director
Regional Faculty	Regional campus Dean and TIU Head
Regional Faculty with joint appointment	Regional campus Dean and TIU Head with input from the joint appointment TIU Head
TIU Heads (chairs and directors)	Divisional Deans
Center Directors and Associate Deans with less than 100% appointment	TIU Head collaborates with Divisional Dean (Center Directors) and College Dean (Associate Deans)
Faculty with 100% administrative appointments	No TIU Head review – Administrative supervisor

Review Meetings

- All probationary faculty members and the TIU Head are required to have a face-to-face meeting before the written annual review is finalized and before the start of the comments process (by May 1). A preliminary written annual review may be shared prior to this meeting.
- All other compensated faculty members should be offered an opportunity to schedule a meeting with the TIU Head to occur by May 15.



Questions?



Regional Campus Reviews

Toni Calbert



Responsibilities

Please see [OAA's FAQ](#) on regional campus faculty reviews for complete information, as they are regularly updating it.

- Reviews of regional campus TT and CTP faculty are conducted jointly by Columbus-campus TIU Heads & regional campus Deans. All areas of responsibility are evaluated collaboratively using the regional campus rating system and teaching/service criteria and the Columbus campus research criteria.
- Regional campuses will arrange meetings with all TIU Heads & Deans to conduct the review and separate joint meetings of the TIU Head and the regional campus Dean with each probationary regional campus faculty member.
- Regional campuses are solely responsible for reviewing regional campus associated faculty.

Responsibilities (continued)

- Regional campus faculty:
 - Submit materials based on regional campus requirements
 - Follow regional campus deadlines
 - Should not be required to submit additional materials by the Columbus TIU
- When the TIU/regional campus review process is complete, the regional campuses are responsible for uploading the review to Interfolio RPT, notifying regional campus faculty, completing the 7-day comment period, initiating the 14-day appeal period, and forwarding cases to ASC.

Questions?



Notification and Comments Process

Toni Calbert



Notification and Comments

- When the review is complete, the faculty member is notified in writing that the review letter is available and that they have **7-calendar days** to provide written comments to be included in the annual review case.
- Comments from the faculty member may include, but are not limited to, clarification of the record, corrections within the written annual review, and/or agreement or disagreement with the reviewer's performance ratings.

Comments (continued)

- The reviewer should acknowledge receipt of the comments, indicate any action to be taken based on the comments or that no action will be taken, and the next step in the process.
- The reviewer may respond to comments and/or revise the written annual review before finalizing the review and forwarding it on.
- All comments and responses should be uploaded to Interfolio RPT.
- **Only the final version of the annual review should be uploaded to Interfolio RPT.**



Notification & Comments Process Details

- Unit that conducts the annual review is responsible for notification and management of comments: TIU, Center, or Regional Campus
- Case Manager will send notifications to each faculty member via Outlook with 2 attachments:
 - Annual Review Letter
 - Faculty Candidate Annual Review Comments Form

Comments form and notification email template are available on the [ASC Intranet](#).

Notification & Comments Process Details (continued)

- If faculty submits comments by deadline:
 - Reviewer may draft a response to be shared with faculty member
 - Case Manager uploads comments, response, and final annual review letter to Interfolio RPT (TIU Level Review).
 - Case Manager moves the case forward (Annual Review Appeal to Dean).
- If faculty does not submit comments by deadline:
 - Case Manager uploads annual review letter to Interfolio RPT (TIU Level Review).
 - Case Manager moves the case forward (Annual Review Appeal to Dean).

Notification and Appeals Process

Toni Calbert



Appeals

- After completion of the comments process, a faculty member has **14 days** to appeal a rating decision in their annual review.
- Only rating decisions may be appealed. Should a faculty member wish to appeal a rating decision, they 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.
- Assigned workload for the upcoming year is not appealable, as this falls under managerial discretion.
- A faculty member can appeal their TIU level review and/or the College level review.
 - An appeal to the TIU level review will go to the College Dean/Divisional Dean.
 - An appeal to the College level review will go to the Provost.



Appeals Process Details

- Unit that conducts the annual review is responsible for notification of the appeals process: TIU, Center, or Regional Campus
 - The college will manage any appeals submitted.
- Case Manager will send notification to all faculty via Outlook.
 - Bulk email using the notification email template will include link to a Qualtrics form, where faculty can submit appeals.
 - Please copy ascfacultyaffairs@osu.edu so that we are aware of the appeal deadline

Appeals notification email template is available on the [ASC Intranet](#).

Questions?



TIU Head Additional Reporting

Elizabeth Murphy



Annual Review Summary Spreadsheet

- Spreadsheet has been uploaded to ASC Teams channel for each unit and emailed directly to Regional Campus Deans
- List of all faculty you are responsible for reviewing
 - Review for accuracy and edit as needed
- Add any additional areas of evaluation or rating categories used by your unit or campus
- Enter ratings for all categories of review for each faculty member
- Indicate if faculty submit comments
- Only enter information in the orange cells

	A	B	C	D	E	F	G	H	I	J	K
1	TIU INFORMATION						PERMISSIBLE RATINGS FOR TIU				
2	College:	College of Arts and Sciences			Edit these ratings --->		Does not meet expectations				
3	TIU:	TIU					Meets expectations				
4	Other #1 Category:	N/A					Exceeds expectations				
5	Other #2 Category:	N/A									
6	Other #3 Category:	N/A									
7							Leave this here -->		N/A		
8											
9	FACULTY INFORMATION										
10	DEMOGRAPHIC INFORMATION									ANNUAL REVIEW INFORMATION	
11											
12	Campus	College	TIU	Last Name	First Name	Faculty Type	Rank	Full email	Teaching	Research	Service
13	Columbus	College of Arts and Sciences	TIU	Buckeye	Betsy	Tenure	Professor	buckeye.25@osu.edu			
14	Columbus	College of Arts and Sciences	TIU	Smith	John	CTP	Associate	smith.3@osu.edu			
15	Columbus	College of Arts and Sciences	TIU	Doe	Veronica	Associated	Lecturer	doe.904@osu.edu			
16	Columbus	College of Arts and Sciences	TIU	Blade	Wesley	Associated	Assistant	blade.4@osu.edu			
17		College of Arts and Sciences	TIU								
18		College of Arts and Sciences	TIU								
19		College of Arts and Sciences	TIU								
20		College of Arts and Sciences	TIU								
21		College of Arts and Sciences	TIU								
22		College of Arts and Sciences	TIU								
23		College of Arts and Sciences	TIU								
24		College of Arts and Sciences	TIU								
25		College of Arts and Sciences	TIU								
26		College of Arts and Sciences	TIU								
27		College of Arts and Sciences	TIU								
28		College of Arts and Sciences	TIU								
29		College of Arts and Sciences	TIU								

Test



Summary of Criteria, Metrics, and Rating

- Generally based on criteria for appointment and/or promotion in the APT
- See this document on the ASC Intranet for an example:
[ASC Annual Review Guidance 2025-2026.pdf](#)
- Reviewers will upload this document to their ASC Teams channel by May 15
- ASC will review these in Summer 2026 and may suggest revisions for next review cycle
- TIU Heads will revise APT in the 2026-2027 following templates provided by OAA and include summary of their criteria, metrics, and rating categories.

College Level Review

Elizabeth Murphy



College Dean Review

- **College Dean/Divisional Dean must review all annual reviews and either approve or disapprove each rating for each area of work for ALL faculty reviews.**
 - If College Dean agrees with each rating, then no additional feedback is required. The case will go to the Provost for review.
 - If the College Dean disapproves of a rating, the case will be automatically appealed to the provost. The College Dean will provide a rationale for the disapproval to the faculty member and provost.
 - The faculty member will have 14 days from notification of the disapproval to appeal to the provost.

Questions?



Final Logistics

Kristi Williams



Interfolio: Things to Note

Interfolio remains a work in progress:

- Occasional glitches may occur.
- Faculty and units will be held harmless for issues due to software change.
- Contact ASC Faculty Affairs with any concerns or questions.

Next Steps

- In previous communications, TIU Heads were asked to await further instructions before submitting the final review to faculty and initiating the 7-day comment period.
- The templates and instructions for managing the comments and appeals process are now available on the ASC Intranet and the TIU Excel spreadsheets has been shared with unit heads.
- You may now begin the process of completing the TIU annual review process when you are ready.



Annual Reviews Due: May 1 and May 15

- TIU heads must complete meetings with faculty and annual review letters no later than May 1.
- TIU level comments process must be complete in Interfolio RPT no later than May 15.
- Additional Reporting DEADLINE – Unit Spreadsheets and Summary of Criteria are due to Teams on May 15.

ASC Faculty Affairs Team



General Faculty Affairs Email Account:
ascfacultyaffairs@osu.edu

Kristi Williams

Associate Dean of Faculty Affairs
Professor of Sociology
williams.2339@osu.edu

Toni Calbert

Assistant Dean of Faculty Affairs
calbert.5@osu.edu

Elizabeth Murphy

Faculty Affairs Specialist
murphy.926@osu.edu

Destanie Scales

Executive Assistant
scales.106@osu.edu

Questions?





Thank you!

