Annual Review and Workload FAQ for TIU Heads

Last updated March 4, 2026

Additional information and resources, including the annual review template are available at:

- [ASC Intranet: Annual Performance Reviews](#)
- [OAA Office of Faculty Affairs – Annual Reviews](#)
- [OAA Office of Faculty Affairs – Interfolio Resources](#)

I.   Table of Contents

II.   TIU Annual Review Basics

1.   Which faculty must be reviewed?

- All faculty who were employed in a compensated faculty position at any point between January 1 through December 31, 2025 must be reviewed. This includes tenure-track, C/T/P, and associated faculty (lecturers, visiting assistant professors, etc.), regardless of FTE. Those who were reviewed for promotion or reappointment in the 2025-2026 academic year must still receive a separate annual review.
- Faculty who retired or otherwise left the university by December 31, 2025 and whom you do not plan to re-hire need not be reviewed. Also, you need not review lecturers who were employed in Spring or Summer 2025 but not Autumn 2025 and Spring 2026 and therefore were not employed to submit review materials, even if you plan to rehire them in the future.
- Those with a staff appointment who also teach as an associated faculty member will be reviewed under the staff review process and need not be reviewed under the faculty annual review process.
- Appointments can be viewed in Workday by searching for the person's name. ASC Faculty Affairs can assist with questions.

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Office of Faculty Affairs
ascfacultyaffairs@osu.edu

2.   What is the time period for the review

- All faculty annual reviews in the College of Arts and Sciences evaluate faculty performance in the previous calendar year.
- Units are permitted to use a 12-, 24-, or 36-month lookback period for evaluating scholarship as described in the APT. For example, in determining whether faculty have met criteria in scholarship for the 2025 calendar year, units with a 36-month lookback period would evaluate scholarship in the 2023, 2024, and 2025 calendar years.
- Use of longer than a 12-month period for evaluating teaching or service should be approved by the divisional dean and updated in the unit APT in the next required revision.

3.   What are faculty required to submit for annual reviews?

All faculty are required to submit:

- A CV
- [SEI/SSLE Cumulative Report and Overview Reports](#) for each course taught in 2025 (except those who did not teach in 2025). Faculty who did not teach may upload a note in this section indicating that they had no teaching responsibilities.
- Any additional material required by the TIU

Probationary tenure-track and C/T/P faculty must also submit

- A core dossier

Note that using Interfolio FAR is not required to generate the dossier and we recommend it only for faculty who have already entered their activities into Interfolio FAR and are familiar with the system. Those who opt to use it may follow [ASC intranet guidance](#) to generate a dossier and upload it to their annual review case in Interfolio RPT.

The recommended approach is to use the [ASC Core Dossier Word template](#).

4.   Who creates Interfolio annual review cases?

This year, the ASC Office of Faculty Affairs created Interfolio annual review cases for:

- All tenure-track faculty (including regional campus tenure-track faculty)
- All clinical/teaching/practice (CTP) faculty (including regional campus CTP faculty)

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- All Columbus campus associated faculty (lecturers, etc.)
- All Columbus campus research faculty

Regional campuses create cases for their associated faculty.

Faculty and TIU Heads should email us if missing a case that is needed or if someone has a case that should not have one (e.g., staff members). We will verify this, create/remove the case, and let you know what we've done: **ascfacultyaffairs@osu.edu**

We ask that TIU Heads be flexible with unit deadlines for their faculty as we work out these issues this year.

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5. What are TIU Heads responsible for communicating to faculty?

TIU Heads must inform Columbus campus faculty of:

- Required submission materials
- Unit submission deadlines
- Any unit-specific expectations

Once reviews are complete, Columbus campus TIUs are responsible for notifying Columbus campus faculty that the review is complete, managing the 7-day comments period, and forwarding the cases to ASC after initiating the 14-day appeals process. ASC will soon provide TIU Heads with templates for these post-review notifications and detailed instructions on managing the process in Interfolio and submitting other required materials.

Regional campus Deans/Directors are responsible for communicating requirements and deadlines to regional campus faculty and for managing the review submission, notification, and comments and for initiating the appeal process and submitting regional campus cases to ASC.

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6. When may reviews begin?

Once faculty upload materials, you may begin conducting reviews using the required [annual review template](). However, please **do not do the following until further notice:**

- Finalize reviews and share final reviews with faculty
- Begin the formal comments process

Guidance documents, instructions, and standardized templates will be provided to TIU Heads in March. A workshop for TIU Heads and case managers covering all of this information will also be provided in late March.

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Optional but Recommended: TIU Heads may share via email or in a meeting a clearly labeled *preliminary draft* of the review with faculty before formal notification of the final review (and before receiving further information from ASC Faculty Affairs) to:

- Correct factual errors
- Address concerns early
- Reduce comments during the formal period

If using this approach, clearly state that formal notification of the completed review will follow when the review is finalized.

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7.   What additional reporting is required of TIU Heads?

By **May 15**, TIU Heads will be asked to submit an Excel summary of annual review ratings to your unit's ASC Teams channel as well as a summary document describing your rating categories, metrics, and criteria. We will share the Excel template with you in March. See this guidance document for a sample description of rating categories, criteria, etc.: **ASC Annual Review Guidance 2025-2026.pdf**

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8.   How should reviews of faculty with joint appointments and those with administrative appointments in other units be conducted?

For faculty jointly appointed with the TIU (primary appointment) in ASC, The TIU Head in the primary unit should solicit feedback on performance from the TIU Head in the other unit. This feedback is advisory to the primary TIU Head who will use their unit's rating categories, criteria, and metrics to conduct the review, notify the faculty candidate, manage the comments process, initiate the 14-day appeals process, and forward the case to ASC. Both TIU Heads will have access to the case to view the faculty member's materials after they submit them in Interfolio.

For faculty jointly appointed with a TIU (primary appointment) not in ASC, contact the TIU Head in the other unit to gain access to the faculty member's materials and determine what kind of feedback they would like you to provide. ASC does not have access to these cases.

For faculty who have a less than a 100% administrative appointment as an ASC associate dean, use the standard required annual review template to conduct your review of the faculty member's effort in all areas except their administrative work and email it to ascfacultyaffairs@osu.edu. We will manage the rest of the process after receiving the dean's review of their administrative work.

For faculty who have less than a 100% administrative appointment as a center director, the divisional dean who oversees the center will provide their review of their administrative work to the TIU head before May 1.

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The TIU head will add that to their review of each area of responsibility in the unit and treat the review as they would any other faculty review in your unit from that point forward.

Faculty who have a 100% administrative appointment in another unit (some associate deans, deans, provosts, etc.) are not reviewed by the TIU. Please email ASC Faculty Affairs if you have a case for these faculty and we will remove it.

Questions about how to handle other types of faculty administrative appointments should be directed to ascfacultyaffairs@osu.edu.

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9. What is the comments period?

After TIU Heads formally notify faculty that their review is complete (notification instructions and templates forthcoming) **no later than May 1**, the **required 7-day comments period** begins. Additional instructions for managing the comments process will be provided in a Workshop and on the ASC Intranet.

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10. How does the appeals process work?

After the 7-day comment period has concluded on or before May 15, TIU Heads will notify faculty that the 14-day appeal process has begun and will forward the case to ASC for the college level review. Note that faculty can appeal only the ratings assigned to each area of effort (e.g., exceeds expectations, meets expectations, does not meet expectations, etc.). The text of the review is not subject to appeal.

After the case is forwarded to ASC, the work of the TIU is complete. ASC will receive and manage any appeals throughout that 14-day period and proceed with the college-level review.

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11. How should annual review meetings with faculty be handled?

- TIU Heads must schedule a meeting with all probationary tenure-track and C/T/P faculty to be concluded before May 1 (the deadline for notifying faculty that the annual review is complete).

- TIU Heads should provide an opportunity for all other faculty to meet with them upon faculty request. These meetings should conclude no later than May 15 (the deadline for initiating the appeals process and forwarding the case to ASC).

III. Assigning Faculty Workload (Columbus Campus)

See email sent to TIU Heads on Feb. 6, 2026 for more details on assigning workload.

Regional campuses assign workload for regional campus faculty under their own guidelines.

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12. What workload baseline should be used?

University standard workload ranges by appointment type are available here:

https://faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline

These ranges reflect the unit's standard allocation for faculty teaching the unit's normal annual teaching load for each faculty appointment. Individual faculty workloads may fall outside of these ranges when appropriate.

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13. How should workload be assigned to individual faculty?

In each annual review:

- Assign a **specific percentage (not a range)** for each area in which faculty devote ≥ 5% effort
- Percentages must total **100%**
- Note that holding a formal university (e.g., faculty fellow), college (associate dean), or unit (Director of Graduate Studies) administrative appointment at less than 100% is a distinct "administration" category and should not be included in service. Those who hold 100% administrative appointments will not be reviewed by TIU Heads.

On the annual review template, you are asked to:

- Estimate workload for the prior review period (2025)
- Assign workload for the upcoming review period
- We also ask that you note any reduced FTE for the year or a portion of the year. The workload allocation still totals 100%.

14. How are course buyouts or overloads addressed?

ASC guidance:

- Each formal course added or removed from the unit's standard load adjusts teaching effort by **10 percentage points**.
- Those 10 points shift to/from research, service, or administration.

Example using a baseline 40% teaching / 50% research / 10% service allocation

- One course buyout → 30% teaching / 60% research / 10% service
- If adjustment supports service or administrative work, the 10% instead shifts to that category accordingly.

Consult your divisional dean if a situation does not fit the 10% per formal course model.

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15. Is there a minimum research allocation?

Unless specified otherwise in an FPL, SA, or MOU, tenure-track faculty should not be assigned less than **20% research** allocation.

University guidelines further state that "Increased teaching should not serve as a long-term response to poor performance in other areas." Ask your divisional dean if you have questions.

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16. How should workload in joint appointments be reported?

The format of this reporting matters less than providing all relevant information

You may either:

- Break out relevant categories of effort separately by unit (totals still summing to 100%), or
- Report total allocation in each category and include a note describing how the FTE in each relevant category is split across units.

See email sent to TIU Heads on Feb. 6, 2026 for examples..

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17. How should reduced-FTE be reported (e.g., faculty leaves)?

Report:

- Normal workload percentages totaling 100%, and
- The reduced annual FTE separately (example: 100% FTE in SP25; 0% FTE in AU2025 due to unpaid leave/medical leave/etc.).

IV. Progress Toward Promotion (Probationary Faculty)

18. Are TIU Heads required to comment on progress toward promotion?

While not explicitly required in this year's template, the College strongly recommends TIU Heads comment on probationary faculty members' progress toward promotion/reappointment within the summary evaluation section of the template for each area (e.g., research, teaching, service).

If progress is not part of your formal rating criteria, we recommend you preface these comments with text such as: "Although overall progress toward promotion is not a direct component of the rating assigned..."

Next year's template is expected to include an explicit section on progress toward promotion.

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19. What if progress toward promotion is lacking?

- Provide specific guidance
- Identify needed changes
- Note resources the faculty member should seek
- Identify any supports the unit will provide

V. Setting Goals in Annual Reviews

20. What explicit goals for the next review period should TIU Heads include in each area of evaluation?

For Faculty Meeting or Exceeding Expectations

- General encouragement is sufficient.

- You may highlight promising plans.
- Avoid locking faculty into rigid outcomes.
- For probationary faculty, goals may include any needed actions for steady progress to promotion.

Faculty Not Meeting Expectations or Borderline

- Provide clear, specific performance expectations.
- Identify what outcomes are necessary to merit "Meets Expectations" in the next review
- Clarify supports and resources available.
- If faculty were asked to provide goals in their review materials, address any faculty-proposed goals that are unlikely to improve performance.

VI. Regional Campus Faculty Reviews

Please see OAA's FAQ on regional campus faculty reviews for complete information, as they are regularly updating it: Below are a few highlights.

21. Who conducts regional campus tenure-track and C/T/P faculty reviews?

Reviews of regional campus tenure-track and CTP faculty are conducted jointly by:

- Columbus-campus TIU Heads
- Regional campus Deans/Directors

All areas of responsibility (teaching, scholarship, service) are evaluated collaboratively. Regional campuses will arrange meetings with all TIU Heads to conduct the review. They will make their criteria available to Columbus campus TIU Heads in advance of this meeting. Columbus campus TIU Heads may be asked to provide their research criteria to regional campus deans/directors. More information about that process will be provided soon.

Regional campuses will also schedule joint meetings of the TIU Head and the regional campus Dean/Director with each probationary regional campus faculty member.

Regional campuses are solely responsible for reviewing regional campus associated faculty.

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22. Which rating system applies in regional campus reviews?

Use the regional campus rating systems, criteria, and metrics.

23. Who communicates deadlines and required materials and submits the completed review to regional campus faculty?

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 will be responsible for uploading the review to Interfolio, notifying regional campus faculty, completing the 7-day comment period, initiating the 14-day appeal period, and forwarding cases to ASC.

VII. Interfolio Technical Issues & Case Management

For assistance on all such matters email: ascfacultyaffairs@osu.edu

24. How should faculty submit their materials in Interfolio RPT?

Faculty will receive an email from Interfolio when their case is created that includes instructions for logging into Interfolio and submitting their materials. That email also includes a link to a video walking through each step.

25. What if faculty see a blank screen or cannot upload materials?

This is a known system-wide issue. Suggested solutions:

- Switch to the Firefox browser
- See the [OAA Interfolio site](#) for additional guidance

26. What if faculty need sections unlocked?

Once faculty click "Submit," in each Interfolio section, the section locks

Case managers and TIU Heads can click "Unlock" in the section to reopen it.

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Faculty may also request unlocking by emailing ascfacultyaffairs@osu.edu

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27.   What if faculty have more than 3 SEI/SSLE files to upload?

Interfolio currently limits uploads to 3 files per section. Case managers can increase this number.

Alternatively, faculty or case managers may combine PDFs before uploading. [See email shared with TIU Heads on February 3, 2026](#)

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28.   What if technical problems delay faculty submission of materials?

Unit submission deadlines are at the TIU Head's discretion.

Because this is a new system:

- Reasonable flexibility is encouraged.
- Faculty may submit materials to case managers for uploading if needed.

VIII.   Additional Resources & Training

29.   What additional training/resources will be provided to TIU Heads?

ASC will provide:

- Detailed written guidance on the TIU review process
- Standardized templates for notifying faculty that the review is complete and beginning the comments process.
- Workshop for TIU Heads and case managers: March 31, 2026, 10:00 a.m.–12:00 p.m.; recording will be made available; calendar invitation forthcoming)

The workshop will cover:

- Completing reviews
- Uploading to Interfolio
- Managing comments
- Regional campus workflow responsibilities