

## Faculty Annual Review Timeline & Guidelines

### Important Dates:

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- February 1, 2021: Suggested deadline for faculty to submit annual review materials to chairs and directors
- March 1, 2021: Suggested deadline to solicit annual review letters for faculty supported through Discovery Themes (DT) funding from DT focus area leaders
- April 1, 2021: Deadline for fourth-year review dossiers for assistant professors and clinical/research faculty reappointments to be submitted to the college
- April 30, 2021: Suggested target date for completing annual review meetings
- May 28, 2021: Deadline to report any non-renewals of assistant professors to the Office of Academic Affairs (non-renewals require a Fourth Year Review process)
- June 1, 2021: Deadline for copies of annual reviews for all assistant, associate and full professors to be submitted to the college (except fourth year reviews)

### Scope of Review:

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At a minimum, all faculty members must report on activities conducted in the period between Jan. 1 and Dec. 31, 2019 and provide an updated CV.

Assistant professors are expected to maintain a CUMULATIVE core dossier and to submit that dossier as part of the annual review. It is strongly recommended that dossiers should be prepared using the Vita system ([vita.osu.edu](http://vita.osu.edu)) as it is expected that all promotion and tenure reviews will require the use of Vita starting with Spring 2020 Fourth Year Reviews. ALL annual reviews of assistant professors should include the full set of information that is reported in the core dossier, per OAA requirements.

Associate and full professors are required to submit information about teaching and advising, curriculum and course development, publications and scholarly presentations, funding/grants, outreach and service, and honors and awards. In general, this information mirrors the categories that are on the core dossier outline for promotion and tenure reviews. A template using this outline is available. Units may adapt this template in line with departmental Appointments, Promotion and Tenure (APT) policies and practices as long as the basic information is included. Associate professors who are planning for promotion may also submit a cumulative core dossier prepared either through Vita (strongly recommended) or as a Word doc that follows the core dossier structure, to assist in evaluation of progress toward promotion; specific details about screening processes in individual departments and schools are spelled out in their respective APT documents.



**Chair and Director Responsibilities:**

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- To review and follow the procedures for annual review outlined in the unit's APT document.
- To issue a call to the faculty to submit annual review materials in time to meet the deadlines above and in line with processes spelled out in the APT. Based on this year's academic calendar, the college suggests a target deadline of February 3, 2020.
- To meet with each faculty member and write a summary letter that evaluates the performance over the past year and gives guidance about future goals. In the case of assistant and associate professors, the annual review letter should include information about cumulative performance and progress toward tenure and/or promotion. A designee (e.g., the chair of the departmental promotion and tenure committee) may provide a review letter and carry out the face-to-face meeting as long as the chair provides a finalized signed review letter.
- In cases where faculty have joint appointments, to consult with the head of the other unit (or Discovery Theme Focus Area leader, as appropriate) in line with existing MOUs and unit APT documents.
- To remind faculty members that they have the opportunity to comment in writing on the review.
- To maintain the review letter and any comments in the faculty member's departmental personnel file; annual review letters and associated comments will be included in promotion dossiers, per OAA requirements.

