

## **CEOAS PERIODIC REVIEW OF FACULTY GUIDELINES**

### **RESEARCH STAFF and INSTRUCTORS:**

According to the OSU Periodic Review of Faculty guidelines all faculty on fixed-term appointments with an FTE of 0.50 or more shall be reviewed as follows:

- annually during their first five years of service;
- during any period in which they are being reviewed intensively for promotion in rank;
- at least once every three years thereafter.

This includes: Faculty Research Assistants; Senior Faculty Research Assistants I and II; Research Associates; Research Associates Postdocs; Instructors; and Senior Instructors I and II.

### **PROFESSIONAL FACULTY:**

According to the OSU Periodic Review of Faculty guidelines, all professional faculty appointments with an FTE of 0.50 or more shall be reviewed annually.

### **TENURE TRACK, SENIOR RESEARCH FACULTY**

**Reviews will be prepared annually for non-tenured, tenure-track faculty and research faculty.** This material will be used as part of the annual meeting with the Dean

The Dean's office will notify you to complete and submit the Faculty Activity Report, update your CV, and review your position description. An appointment will be set with the Dean approximately two weeks after submission.

The primary outcomes of the evaluation process will be position review, salary and workload. Salary outcomes will consider merit as well as equity. Workload outcomes will consider changes in position description, course loads, and other activities. Evaluations will be based on teaching load and quality (if applicable), research productivity, and service. For these three areas, the evaluation will consider:

#### Teaching (if applicable)

Number and types of classes

Enrollment

Number of supervised undergrad and graduate students

Undergraduate involvement (Honors College theses, interns, etc.)

Course evaluations

Peer review of teaching, if applicable

Contributions to educational equity

Other education/curriculum development activities

#### Research productivity

Papers, with an evaluation of impact

Invited talks

Grants submitted and grant expenditures

Chief scientist of field campaigns

Lead investigator of multi-institutional projects

Awards, recognition

Bridge support

Service

- National committees
- Professional society committees
- University and College committees
- Organizer of special sessions and workshops
- Reviews
- Student recruiting
- Enhancing College diversity
- Public outreach and engagement
- Contributions to educational equity

The evaluation process will be based on an activity report filled out by the faculty member to capture information in these areas, and an updated CV. The report will also include an area for a self-assessment (including a discussion of major accomplishments), effectiveness as a supervisor/mentor (as appropriate), and a work plan for the next review period. The Dean will review the material and provide a written evaluation.

Peer review of teaching will be done 1-2 years before consideration for promotion and tenure for tenure track faculty. This process will result in a closer coupling between performance, evaluation, and salary increases. It will also allow the Dean and the faculty member to adjust workloads as appropriate.

**FACULTY WITH INDEFINITE TENURE:**

The same review outcomes apply as listed above, however the timeline is as follows.

**Associate Professors with indefinite tenure** will complete the Faculty Activity Report (FAR) form and will meet with the Dean annually for the five years from promotion to Associate. Then will complete the Faculty Activity Report (FAR) form and meet with the Dean every three years.

Peer review of teaching will be done 1-2 years before consideration for promotion.

**Professors with indefinite tenure** will complete the Faculty Activity Report (FAR) form every **THREE** years and will meet with the Dean for a face-to-face review every **SIX** years.

Peer review of teaching will be done on a repeating 6-year cycle for faculty with indefinite tenure, normally occurring the year or two prior to the face-to-face review with the Dean:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
		Tri-FAR & CV (Triennial Faculty Activity Report)		Peer Review of Teaching	Tri-FAR & CV & meeting with the Dean

Each Tri-FAR (triennial Faculty Activity Report) will cover the previous 3 calendar years and the third year submission will count for a review by the Dean. The Dean's office will notify you to complete and submit the Faculty Activity Report, update your CV, and review your position description. An appointment will be set with the Dean approximately two weeks after submission.

The Year 6 review will be considered the post-tenure review. If the prior reviews have identified inadequate performance, the Dean has the option of convening a faculty panel to conduct a review with the intent of developing a work plan to correct deficiencies.

This process will result in a closer coupling between performance, evaluation, and salary increases. It will also allow the Dean and the faculty member to adjust workloads as appropriate.