

## COH Policy on Annual Reviews of Faculty

Our college policy is to review faculty in accordance with university guidelines for periodic review of faculty described in the faculty handbook: <https://facultyaffairs.oregonstate.edu/faculty-handbook/guidelines-periodic-review-faculty>.

As described in the faculty handbook, “a regular review of faculty can improve the quality of the teaching, research, and service functions of the University. In addition, it will benefit individual faculty members by assuring that they are regularly informed of their status.”

With OSU’s merit program timeline, COH faculty approved (in December 2022) an approach to submit annual reviews. The annual reviews follow the calendar year and report activities from January 1 to December 31 with the report due by the end of January each year.

To facilitate timely feedback, timely recognition, and relevant decisions for merit increases, all faculty, irrespective of rank and promotional attainment, are expected to report their activities as requested each December by the January due date. In the rare instance that reported activities are not received, faculty are still subject to review.

### *Included appointment types:*

Assistant/Associate/Full Professor (Clinical)

Assistant/Associate/Full Professor (Practice)

Assistant/Associate/Full Professor (Senior Research)

Assistant/Associate/Full Professor (Teaching)

Assistant/Associate/Full Professor (Tenure track/Tenured)

Faculty Research Assistants/Senior Faculty Research Assistants (I and II)/Research Associates

Instructors/Senior Instructors I and II

Instructors/Senior Instructors I and II (PAC)

Professional Faculty annual review is collected using an HR template.

Emeritus and visiting appointments less than two years do not need a periodic review.

Postdoctoral scholars who are reappointed for subsequent years must be reviewed annually prior to reappointment per the Graduate School Guidelines for postdoctoral scholars.

You can obtain a copy of your annual report and PROF/HR Template specific to your appointment type from your immediate supervisor.