

CPHHS Policy on Periodic Reviews of Faculty

(Approved by the Dean’s Cabinet, 05-17-2018)

Our college policy is to review faculty in accordance with university guidelines for periodic review of faculty described in the faculty handbook: <http://academicaffairs.oregonstate.edu/faculty-handbook/faculty-records-confidentiality-and-periodic-review>. 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.” The required frequency of review for faculty with an FTE of 0.5 or more depends on the type of appointment. Based on the required frequency and the timing of the fixed term faculty annual renewal/non-renewal process, we have set the following review schedule and timeline for periodic reviews of faculty.

| Frequency of Reviews by Appointment Type | |
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| <i>Faculty with these appointments:</i> | <i>Are required to be reviewed....</i> |
| Tenure-track faculty | Annually |
| Tenured Associate Professor | Annually during their second through fifth years in rank at OSU and during any period in which they are reviewed intensively for promotion in rank. Otherwise, they shall be reviewed at least once every three years. |
| Tenured Professor | At least once every three years |
| Instructors and Senior Instructor (I and II) | Annually during their first five years of service, during any period in which they are being reviewed intensively for promotion in rank, and at least once every three years thereafter. |
| Assistant Professor (Clinical) Associate Professor (Clinical) Assistant Professor (Senior Research) Associate Professor (Senior Research) | Annually during their second through fifth years in rank at OSU and during any period in which they are reviewed intensively for promotion in rank. Otherwise, they shall be reviewed at least once every three years. |
| Professor (Clinical) Professor (Senior Research) | At least once every three years |
| Assistant Professor (Practice) Associate Professor (Practice) Professor (Practice) Other fixed term faculty with professorial rank other than Clinical and Senior Research professorial appointments | Annually during their first five years of service, during any period in which they are being reviewed intensively for promotion in rank, and at least once every three years thereafter. Extension county faculty with these appointments are reviewed annually. |
| Faculty Research Assistants, Senior Faculty Research Assistants (I and II), and Research Associates | Annually during their first five years, during any period in which they are being reviewed intensively for promotion in rank, and at least once every three years thereafter. |
| Professional faculty | Annually |
| Emeritus appointments, temporary postdoctoral appointments, and visiting appointments for two years or less | No periodic review required. |

Note: Any faculty member eligible for review is entitled to a review at any time, upon the member’s request.

| Timeline for conducting reviews | |
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| <i>Fixed-term faculty with six or more years of continuous service, tenure-track faculty, and tenured faculty (not including Extension)</i> | |
| Faculty submit Annual Summary of Academic and Professional Activities Report (hereafter "Annual Summary") for the year (July 1 to June 30) and current CV to School Head/Direct Supervisor | By July 15 |
| School Head/Direct Supervisor prepares written evaluation | Prior to individual meeting |
| Faculty member meets with School Head/Direct Supervisor for in-person meeting to discuss the review and written evaluation (faculty member is responsible for scheduling the meeting) | By October 1 for SOBE; by end of fall term for BPHS* |
| Faculty sign written evaluation prepared by School Head/Direct Supervisor | Within 1 week of meeting |
| Annual summary and signed written evaluation placed in faculty member's personnel file (the faculty member may provide written comments, explanations, or rebuttal to be placed in faculty member's file at their request) | Immediately |

**BPHS's process includes the review of faculty by the BPHS Personnel Committee prior to School Head's review, thus requiring additional time to complete the reviews.*

| Timeline for conducting reviews | |
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| <i>Fixed-term faculty with less than six years of continuous service (not including Extension)</i> | |
| Faculty submit Annual Summary of Academic and Professional Activities Report (hereafter "Annual Summary") for the year (January 1 to December 31) to School Head/Direct Supervisor | By January 15 |
| School Head/Direct Supervisor prepares written evaluation | Prior to individual meetings |
| Faculty meet with School Head/Direct Supervisor for in-person meeting to discuss the review and written evaluation (faculty member is responsible for scheduling their meeting) | By April 1 |
| Faculty sign written evaluation prepared by School Head/Direct Supervisor | Within 1 week of meeting |
| Annual summary and signed written evaluation placed in faculty member's personnel file (the faculty member may provide written comments, explanations, or rebuttal to be placed in faculty member's file at their request) | Immediately |

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| Timeline for conducting reviews | |
| <i>All Extension faculty</i> | |
| Faculty submit Annual Summary of Academic and Professional Activities Report (hereafter “Annual Summary”) for the year (January 1 to December 31) to Extension Program Leader | By January 15 |
| Faculty meet with Regional Director and/or Extension Program Leader | Varies between December and February (contact supervisor for details) |
| Extension Program Leader in collaboration with appropriate Regional Director or School Head prepares written evaluation | After individual meetings but no later than April 1 |
| Faculty sign written evaluation prepared by Extension Program Leader and others | By April 30 |
| Annual summary and signed written evaluation placed in faculty member’s personnel file (the faculty member may provide written comments, explanations, or rebuttal to be placed in faculty member’s file at their request) | Immediately |

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| Timeline for conducting reviews | |
| <i>Faculty Research Assistants, Senior Faculty Research Assistants (I and II), Research Associates, and Professional Faculty</i> | |
| Faculty work with supervisors to schedule periodic reviews in accordance with frequency guidelines | Within 30 days of start date anniversary or based on schedule set by supervisor |