

1 UNITED ACADEMICS PROPOSAL

2  
3 ANNUAL REVIEW

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5 **Preamble.** Regular review of faculty members can improve the quality of the teaching, research,  
6 and service functions of Oregon State University and help faculty members achieve academic  
7 excellence. In addition, the review will benefit individual faculty members by informing  
8 employment and compensation decisions and assuring that they are regularly informed of their  
9 status. Such a review, ideally, will include input from colleagues and students from the faculty  
10 member’s own academic unit, colleagues and students from other appropriate academic units,  
11 and relevant stakeholders.

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13 **Section 1.** Procedures, policies, and criteria for the Annual Review are developed by each  
14 academic unit, with faculty input.

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16 Unit-level policies, procedures, and criteria for Annual Reviews will be published on unit-level  
17 websites and included as an addendum to the Faculty Handbook. Faculty will be sent a link to  
18 the unit-level policy at the beginning of each new appointment.

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20 **Section 2. Frequency of Review.** Each year, all faculty members will receive an Annual Review  
21 annually.

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23 **Section 3. Initiation of the Annual Review.** The initiation of the review is the responsibility of  
24 the supervisor, academic unit head, review committee chair, or the appropriate administrative  
25 officer.

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27 **Section 4. Nature of the Review.** In each instance, the Annual Review shall include:  
28 a. a written assessment of the faculty member’s progress in fulfilling the duties described in  
29 their position description;  
30 b. the sources of information used as the basis for evaluation; and  
31 c. an assessment as to whether the faculty member was exceeding, meeting, or not meeting  
32 expectations.

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34 In all instances, the review shall be based only on material that is appropriate to the faculty  
35 member’s position description and performance of assigned responsibilities.

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37 The faculty member must be provided the opportunity to read and initial the Annual Review and  
38 furnish written comments, explanations, and/or rebuttal materials.

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40 **Section 5. Disposition of the Annual Review.** The review, including the assessment, a  
41 statement of the sources of information used, and any rebuttal materials provided by the faculty  
42 member, will be placed in the faculty member’s personnel file. Disagreements on the contents of  
43 the file should be handled through Article XX, Personnel Files.

1 **Section 6.** On September 1, each school, college, or division shall send to both the Provost's  
2 Office and United Academics a report of all Annual Reviews conducted the previous academic  
3 year describing the number of faculty who were assessed as exceeding expectations, meeting  
4 expectations, and not meeting expectations.