

1 UNITED ACADEMICS PROPOSAL

2
3 ANNUAL REVIEW

4
5 **Preamble.** Regular review of bargaining unit members improves the quality of the teaching,
6 research, and service functions of Oregon State University and helps bargaining unit members
7 achieve academic excellence. In addition, the review will benefit individual bargaining unit
8 members by informing employment and compensation decisions and ensuring that they are
9 regularly informed of their status. Such a review, ideally, will include input from colleagues and
10 students from the bargaining unit member's own academic unit, colleagues and students from
11 other appropriate academic units, and relevant stakeholders.

12
13 **Section 1. Reviews.** Procedures, policies, and criteria for reviews are developed and modified by
14 each academic unit, with bargaining unit member faculty input, and will be made available to the
15 bargaining unit members published on unit-level websites and included as an addendum to the
16 Faculty Handbook. Bargaining unit members will be sent a link to the unit-level policy at the
17 beginning of each new appointment.

18
19 ~~Fixed-term~~ All bargaining unit members appointed at a .50 FTE or above will receive an annual
20 review consistent with unit, college, campus, and University policies and procedures.

21
22 ~~Tenure track and tenured bargaining unit members will receive work performance reviews~~
23 ~~consistent with unit, college, campus procedures.~~

24
25 **Section 2. Initiation of the Annual Review.** The initiation of the review is the responsibility of
26 the supervisor, academic unit head, review committee chair, or the appropriate administrative
27 officer.

28
29 In each instance, the review shall include:

- 30 a. a written assessment of the bargaining unit member's progress in fulfilling the duties
31 described in their position description;
32 b. the sources of information used as the basis for evaluation; and
33 c. an assessment as to whether the faculty member was performing satisfactorily exceeding,
34 meeting, or not meeting expectations.

35
36 The review shall be based only on material that is appropriate to the bargaining unit member's
37 position description and performance of assigned responsibilities.

38
39 The bargaining unit member must be provided the opportunity to read and initial the review and
40 furnish written comments, explanations, and/or rebuttal materials. The review will be placed in the
41 bargaining unit member's personnel record.

42
43 **Section 3.** On September 1, each school, college, or division shall send to both the Provost's
44 Office and United Academics a report of all Annual Reviews conducted the previous academic
45 year describing the number of faculty who were assessed as exceeding expectations, meeting
46 expectations, and not meeting expectations.