**Unit/Department Head Guidance for TTF Annual Review**

Annual reviews of tenure-track faculty members typically occur in their first two years of employment at UO. In the third year, the faculty member undergoes a more comprehensive midterm review. The goal of the annual review is to guide the faculty member toward successful outcomes in their midterm and tenure reviews, so this early feedback on teaching, research/creative activity, and service enables you to address problems and set clear expectations and goals for their success. Be forthright and honest: unclear guidance at this stage can lead to significant problems at major reviews.

Annual reviews are required by the [Collective Bargaining Agreement](https://hr.uoregon.edu/united-academics-contract-information), but are kept at the dean’s level and if performance is satisfactory, the report does not need to be sent to the Office of the Provost. Thus, the Dean will set the due date for this annual report.

We encourage you to minimize the faculty member’s paperwork, but they should send you the following:

* an updated copy of their CV highlighting accomplishments since arriving at UO
* a brief explanatory statement for any material that is not obvious from their CV
* copies of their syllabi