**Tenure-Track Annual Review of Faculty**

**Template for use by Department/Unit Heads**

Annual review of tenure-track faculty members occurs in their first two years of employment at UO and their 4th and 5th year of employment. In the third year, the tenure-track faculty member undergoes a more comprehensive mid-term review.

The goal of the annual review is to guide the faculty member toward successful outcomes in their midterm, tenure, and/or promotion 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 clear, forthright, and honest: Lax guidance at this early stage can lead to significant problems at future major reviews. Where concerns are evident, err on the side of careful review, detailed recordkeeping, and clear instructions for the candidate to follow in leading to a successful outcome.

Your dean or unit head will set the due date for this annual report.

Try to minimize the faculty member’s reporting burden. If the faculty member is doing exemplary work in all categories and is clearly on the path to successful midterm/triennial review or promotion, there is no need to require voluminous material from the candidate. Some faculty members feel compelled to write very long statements – this practice is not necessary at this time.

The faculty member should send you:

* Updated copy of their CV highlighting accomplishments in the past year
* Brief explanatory statement for any material that is not obvious from the CV. For example, they may wish to explain their engagement in diversity, equity, and inclusion activity in a paragraph statement.
* Copies of their syllabi, if applicable.

In addition, you will gather:

* Student Experience Survey data for their courses taught (if applicable)
* Review letter from other unit head (if applicable, in case of joint appointment)
* Have for reference: Your unit’s promotion and tenure policy document.

The following provides a sample template for the annual review report. Within the context of research/creative activity, teaching, and service, describe the faculty member’s contribution to diversity, equity, and inclusion, as applicable.

Your unit may use a different format.

**Annual Review Report**

Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty member name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit head name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research/Creative Activity (if applicable)**

o clearly meeting or exceeding expectations

o delayed or off track (comment required)

Comments/concerns regarding research:

**Teaching (if applicable)**

o clearly meeting or exceeding expectations

o in development or does not meet expectations (comment required)

Comments/concerns regarding teaching:

**Service (if applicable)**

o clearly meeting or exceeding expectations

o not meeting expectations (comment required)

Comments/concerns regarding service:

**Remaining conclusion and recommendations**

Where relevant, include specific goals with targeted dates for completion.

Submitted by:

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Unit head signature Date

I have read this report and have been given a chance to respond:

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Faculty member signature Date