**Unit/Department Head Annual Review Template**

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 midterm review.

Annual review of **career** faculty members occurs in their first three years of employment. Thereafter, review is every three years.

Review of **pro tem** faculty members depends on the frequency or their teaching.

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 (depending on their specific professional responsibilities) 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 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 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 since the last review or since coming to UO
* 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)
* Peer teaching evaluations (if applicable) – see the template
* 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.

**Annual Review Report**

**for Department/Unit Heads**

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

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

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

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

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

**Research**

[ ] clearly meeting or exceeding expectations

[ ] delayed or off track (comment required)

Comments/concerns regarding research:

**Teaching**

[ ] clearly meeting or exceeding expectations

[ ] in development or does not meet expectations (comment required)

Comments/concerns regarding teaching:

**Service**

[ ] clearly meeting or exceeding expectations

[ ] not meeting expectations (comment required)

Comments/concerns regarding service:

**Diversity, equity and inclusion**

[ ] engaged

[ ] not engaged (comment required)

Comments/concerns regarding DEI:

**Remaining conclusion and recommendations.** Where relevant, include specific goals with targeted dates for completion.

Submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit head signature Date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty member signature Date