**Department/Unit Head Annual Review of Faculty Report Template**

Annual review of career or pro tem faculty members occurs in their first three years of employment. Thereafter, review is every three years (triennial review) for career instructional faculty. Career research faculty are reviewed every year.

The goal of the annual review is to guide the career faculty member toward successful outcomes in their triennial and promotion reviews, so this early feedback on teaching, research/creative activity, and service/professional development (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 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 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.

Please note that a template is available for you to use as your notification letter to the faculty member. 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)
* Their position description
* Have for reference: Your unit’s promotion and tenure policy document.

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

**Annual Review Report**

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

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

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

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

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

**Research (if applicable)**

o meeting or exceeding expectations

o delayed or off track (comment required)

Comments/concerns regarding research:

**Teaching (if applicable)**

o meeting or exceeding expectations

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

Comments/concerns regarding teaching:

**Service/Professional Development (if applicable)**

o 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

Updated 07.03.2025