



Applies to: Faculty

**Responsible Office**

**Office of Academic Affairs**

### POLICY

Issued: 07/26/2004

Revised: 08/25/2025 (interim revision)

An annual written performance review that examines performance over the prior year and sets goals for future performance is mandated for all compensated faculty. These annual reviews must be conducted by the tenure-initiating unit (TIU) head or designee and include a written assessment, a face-to-face meeting for all probationary faculty, and an opportunity for a face-to-face meeting for all other compensated faculty members at the request of either the TIU head or designee or the faculty member.

Annual reviews of faculty serve to monitor and support progress toward tenure, promotion, reappointment, and ongoing outcomes, and are to be comprehensive and include standardized, objective, and measurable performance metrics. Written performance reviews serve to assist faculty in improving professional productivity, establish goals against which faculty performance will be assessed, determine salary increases and other resource allocations, define progress toward reappointment and/or promotion, and, in the event of poor performance, establish and explain the need for remedial steps, up to and including a post-tenure review or other disciplinary action.

### Purpose of the Policy

To set forth annual performance review and reappointment procedures for compensated faculty.

### PROCEDURE

Issued: 07/26/2004

Revised: 08/25/2025 (interim revision)

Edited: 12/19/2025

#### I. Review Process and Documentation Overview

##### A. Required procedures

1. The Office of Academic Affairs (OAA) requires compensated faculty across all faculty types and ranks to be reviewed annually by the TIU head or designee. The TIU head may delegate responsibility for reviews only to associate chairs/deans, vice chairs/deans, or division chairs/directors. A TIU head who delegates responsibility for reviews is accountable for the process and should maintain regular oversight of the reviews. Faculty who serve in full-time administrative positions (e.g., TIU head, dean) will be reviewed by their direct supervisor. Faculty who serve in part-time administrative appointments (i.e., anything less than 1.0 FTE) will be reviewed following the procedures described below.
2. For each faculty member under their supervision, TIU heads or designees must complete a written annual evaluation following OAA's [Annual Review template](#). The written evaluation must include a rating for each area in which a faculty member spent at least 5% of their effort during the evaluation period, including (as applicable) teaching, research, service, clinical care, administration, and any other categories set by the TIU head and/or articulated in the unit's appointment, promotion, and tenure (APT) document. The evaluation for each area must denote at minimum whether the faculty member exceeds, meets, or does not meet expectations for that area. Student evaluations must account for at least 25% of the teaching component where applicable.



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3. In addition to a written assessment, annual reviews must include a face-to-face meeting between the TIU heads or designees and all probationary faculty. TIU heads or designees are to offer all other compensated faculty the opportunity for a face-to-face meeting.
4. Faculty members may provide written comments to their annual reviews in the initial review by the TIU head or designee. The TIU head or designee may respond to the comments and/or revise the written evaluation during this process before finalizing the review. Any comments and responses will be shared with the dean and provost as part of the ensuing review/appeal.
5. For faculty in colleges with multiple TIUs on the Columbus campus and the College of Food, Agricultural, and Environmental Sciences:
  - a. After a TIU head or designee has completed the annual review process, including consideration of and/or response to any written comments provided by the faculty member and after any face-to-face meeting, the written evaluation with any comments and responses must be reviewed and either approved or disapproved by the college dean, and then submitted to OAA for review.
  - b. If the TIU head or designee and dean are not in agreement regarding the evaluation, the provost will have final decision authority.
6. For faculty in colleges that are the TIU, University Libraries, and the Salmon P. Chase Center for Civics, Culture, and Society:
  - a. After the division chair/head, associate/vice dean, or designee has completed the annual review process, including consideration of and/or response to any written comments provided by the faculty member and after any face-to-face meeting, the written evaluation with any comments and responses must be reviewed and either approved or disapproved by the dean/TIU head, and then submitted to OAA for review.
  - b. If the division chair/head, associate/vice dean, or other designee and dean are not in agreement regarding the evaluation, the provost will have final decision authority.
7. For faculty with joint appointments:
  - a. The heads or designees of the joint appointment units are responsible for completing the annual review for those faculty. The heads or designees of the joint appointment units must co-author the written evaluation.
  - b. After the heads or designees have completed the annual review process, including consideration of and/or response to any written comments provided by the faculty member and after any face-to-face meeting, the written evaluation must be reviewed and either approved or disapproved by the college dean of the faculty member's TIU, and then submitted to OAA for review.
  - c. If the joint appointment unit heads or designees and dean are not in agreement regarding the evaluation, the provost will have final decision authority.
8. For faculty on regional campuses:
  - a. The regional campus dean/director or designee and the TIU head or designee are responsible for completing the annual review for compensated faculty on the regional campuses. The dean/director or designee and TIU head or designee must co-author the written evaluation.
  - b. After the regional campus dean/director or designee and TIU head or designee have completed the annual review process, including consideration of and/or response to any written comments provided by the faculty member and after any face-to-face meeting, the written evaluation must be reviewed and either approved or disapproved by the college dean, and then submitted to OAA for review.
  - c. If the college dean does not agree with the co-authored written evaluation, the provost will have final decision authority.
9. If a faculty member wishes to appeal a decision in their annual review, they must submit an appeal to the college dean or designee within 14 days of the date of the written evaluation as set forth in the [OAA Procedures and Guidelines Handbook](#). In presenting an appeal, a faculty member must demonstrate that the final evaluation contains substantive factual error, inconsistently applies the established criteria of the TIU, or otherwise does not align with those criteria. Appeals will be reviewed by the college dean or



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designee, who must issue a decision in writing as to whether to approve or modify the annual review. If the college dean or designee modifies any rating in the annual review, the annual review will be automatically appealed to the provost for review and final determination. In this event, the faculty member will have 14 days from the date of the dean or designee's decision to submit any written materials to the provost that they want the provost to consider in issuing a final determination in line with the categories for appeal noted above. If the dean or designee does not modify any rating in the annual review, the review will be submitted to the provost for review only.

10. Annual reviews are to be conducted in accordance with OAA requirements, the APT documents of the TIU, and, if applicable, the APT documents of the regional campus.
  11. A post-tenure review, in accordance with [Faculty Rule 3335-5-04.5](#), will be initiated if a tenured faculty member receives a "does not meet performance expectation" rating in the same evaluative category in at least two of the past three consecutive annual reviews. A faculty member who retains tenure following a post-tenure review will be subject to an additional post-tenure review if they receive a "does not meet performance expectations" rating in any area of their annual review in the two years subsequent to a post-tenure review. The department chair, dean, or provost may require an immediate and for cause post-tenure review at any time for a faculty member who has a documented and sustained record of significant underperformance outside of the faculty member's annual performance evaluation. For this purpose, for cause may not be based on a faculty member's allowable expression of academic freedom as defined by the university or Ohio law.
  12. All faculty, including those with tenure and those without, may be subject to disciplinary action for failing to meet faculty obligations pursuant to [Faculty Rule 3335-5-04.1](#).
  13. Annual reviews are to be completed by the conclusion of the term following the end of the review period. An annual review is complete when the written evaluation, following consideration of and/or response to any written comments provided by the faculty member and any face-to-face meeting, is sent to the dean. The review period must be defined in the APT document for each unit.
- B. Recommended procedures
1. OAA recommends that the annual review process for probationary faculty involve the eligible TIU faculty or a subset thereof.
  2. OAA recommends that the annual review process for associate professors involve eligible faculty or a subset thereof at least once every three years.
  3. OAA recommends that the annual review processes for probationary clinical/teaching/practice and research faculty be identical to tenure-track faculty, emphasizing review of the duties as assigned and progress toward promotion, when applicable.
  4. OAA recommends that the annual review process for compensated associated faculty being considered for reappointment involve the eligible TIU faculty or a subset thereof.
- C. Required documentation
1. Appointments, promotion, and tenure (APT) document
    - a. In alignment with the [OAA Procedures and Guidelines Handbook](#), each TIU's APT documents must establish standards and procedures, required documentation, and document submission deadlines for annual and Fourth-Year Reviews of tenure-track faculty, annual and Penultimate Year Reviews of faculty on clinical/teaching/practice and research appointments, and annual and reappointment reviews of compensated associated faculty.
    - b. If the TIU head wishes to delegate responsibility for reviews to associate chairs/deans, vice chairs/deans, or division chairs/directors, the delegation must be described in that TIU's APT document.



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2. Written annual review
    - a. TIU heads or their designees (and regional campus deans/directors when applicable) must use the OAA [Annual Review template](#) to provide a narrative evaluation addressing the purposes and outcome of the annual review.
    - b. This written annual review must include a summary assessment of performance that denotes at minimum whether the faculty member exceeds expectations, meets expectations, or does not meet expectations in each of the following areas in which the faculty member spent 5% or more of effort during the evaluative period:
      - i. Teaching (including but not limited to classroom instruction, advising, mentoring, and new course development), and student evaluations must account for 25% of the evaluation of this area;
      - ii. Research, scholarship, or creative work plans (including but not limited to publications, creative works, and funding);
      - iii. Service;
      - iv. Clinical care;
      - v. Administration; and
      - vi. Additional areas determined by the TIU head and/or articulated in the unit's APT document.
    - c. In assessing the above areas, the reviewer(s) should distill the major accomplishments in these areas, address any opportunities for improvement, summarize goals and strategies, and provide focused action steps to meet future goals and expectations, including for promotion and/or reappointment.
    - d. The written annual review also must include the faculty member's projected work effort distribution for the next year, be compliant with the [Faculty Workload Standards and Guidelines](#), and specify and justify any change in distribution from the year prior.
    - e. The written annual review must inform faculty members of their right to review their personnel file and to submit for inclusion in the file a written comment on any material contained therein. It must also describe the appeal procedure if the faculty member disagrees with the annual review.
  3. TIUs must maintain a current curriculum vitae (CV) of all compensated faculty members within that TIU. These CVs are to be kept in an accessible location where any faculty member may review them.
  4. Assistant and associate professors must submit annually updated documentation of performance and accomplishments in core dossier format to the TIU head (and regional campus dean, if applicable). All other faculty must submit annually updated documentation of performance and accomplishments in CV format to the TIU head (and regional campus dean, if applicable).
  5. All probationary faculty, including candidates undergoing Fourth-Year Review and mandatory tenure review, must use the university-approved P&T core dossier format to upload and format their dossiers.
- II. Probationary Tenure-Track Faculty
- A. Types of reviews
    1. Mandatory reviews of probationary faculty include annual reviews, Fourth-Year Reviews, and Sixth-Year Reviews.
  - B. Annual appointments
    1. Positive decisions by the TIU head are final for colleges with or without multiple TIUs and for regional campuses.
    2. In a college with multiple TIUs, each TIU head must forward a copy of the reappointment letter to the college dean. In the case of regional campus faculty, the regional campus dean/director also must receive a copy of the reappointment letter.
    3. In a college that is the TIU, the dean must forward a copy of the reappointment letter to OAA.
  - C. Fourth-Year Review of probationary faculty
    1. All candidates for Fourth-Year Review must use the university-approved dossier format to upload and format their core dossiers.
    2. Timing



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- a. The Fourth-Year Review takes place for most probationary faculty in the actual fourth year of service as an assistant professor at Ohio State. An “early” Fourth-Year Review does not exist.
- b. A TIU may not designate a review conducted in any year other than the actual fourth year as a “Fourth-Year Review,” except in the circumstances stated below.
  - i. Formally approved prior service credit: The years of prior service credit are added to the years of Ohio State service to determine when the Fourth-Year Review will occur.
  - ii. Exclusion of time from the probationary period prior to the actual fourth year of service: The Fourth-Year Review is postponed by each year excluded from the tenure clock. If the Fourth-Year Review has already taken place when an exclusion of time is granted, it is not repeated.
  - iii. Extended probationary period due to a part-time appointment: The Fourth-Year Review may be postponed beyond the actual fourth year of service, but must occur at least two calendar years prior to the mandatory P&T review year.
3. Procedures
  - a. The procedures for the Fourth-Year Review are to follow the same process as those for the Sixth-Year (mandatory) tenure review as set forth in [Faculty Rule 3335-6-04](#), with the following two exceptions:
    - i. External evaluations are optional. Department APT documents must indicate the criteria under which they will be solicited if they are not solicited in every case and who will make the decision about whether to solicit them.
    - ii. Review by the college P&T committee is optional when the TIU head and the dean agree on a positive decision to reappoint. Colleges must treat all such cases consistently. College APT documents must indicate how the college will proceed in such cases.
  - b. Should the recommendation of the campus dean/director differ from that of the TIU head or the college promotion and tenure committee, the college or divisional dean will convene a meeting with the regional campus dean/director to discuss the case. The decision of the college dean will be final.
4. Failure to conduct Fourth-Year Review
  - a. Failure of a college to conduct a mandatory Fourth-Year Review will result in a required exclusion of time from the probationary period and must be reported as part of the college’s annual update to the provost.
- D. Approval levels for reappointment after Fourth-Year Review
  1. Reappointment of Columbus campus faculty after the Fourth-Year Review requires approval by the TIU head and the college dean. The college dean makes the final decision on reappointment.
  2. Reappointment of regional campus faculty after the Fourth-Year Review requires approval by the TIU head and the college dean. The college dean makes the final decision on reappointment.
  3. Colleges are responsible for sending the candidate’s dossier to University Archives for appropriate retention. Colleges must send a report of all of its decisions on reappointment to OAA.
- E. Comments process
  1. The comments process for the Fourth-Year Review generally follows the same process as that for the Sixth-Year (mandatory) tenure review as set forth in [Faculty Rule 3335-6-04](#).
  2. Promptly after a decision is reached on the first and the second levels of review respectively, the candidate is informed in writing that the faculty report and unit head’s assessment letter are available and the comment process begins. Upon notice of completion of the review at each level, the candidate has ten days to provide written comments for inclusion in the dossier.
- F. Nonrenewal
  1. In the case of a TIU head recommending nonrenewal of a probationary appointment, the review must follow Fourth-Year Review procedures, subject to the relevant standards of notice set forth in [Faculty Rule 3335-6-08](#).
  2. A recommendation to terminate a probationary faculty member’s appointment requires the approval of the college dean, who makes the final decision.



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3. In the case of a regional campus faculty member, a recommendation to terminate a probationary faculty member's appointment requires the approval of the regional campus dean, the TIU head, and the college dean. The college dean makes the final decision.
  4. In a college that is the TIU, a decision of the dean to terminate a probationary faculty member's appointment requires approval by the provost. The college is to submit one copy of the dossier to OAA for university-level review.
  5. The TIU head must ensure proper notice is given to probationary faculty who are not reappointed.
  6. The [Nonrenewal of Probationary Appointment or Denial of Tenure Form](#) must be submitted to OAA, along with a copy of the nonrenewal letter sent to the faculty member, by May 31 of the year in which the nonrenewal decision occurs.
  7. Nonrenewal usually precludes rehiring the individual (see [Faculty Appointments, Faculty Workload, Tenure, and Retrenchment policy](#)).
- G. Withdrawing from or declining a review
1. Faculty members who withdraw from or decline to participate in a mandatory review in any probationary year are subject to the relevant standards of notice per [Faculty Rule 3335-6-08](#). The decision to terminate a review must be accompanied by a letter of resignation from the faculty member to the TIU head (or regional campus dean) stating the following:
    - a. the faculty member's last day of employment (no later than May 31 of the year following the review year); and
    - b. an acknowledgement from the faculty member that the decision to terminate (withdraw from or decline participation in) the review is irrevocable.
  2. This action requires that the [Nonrenewal of Probationary Appointment or Denial of Tenure Form](#) be submitted to OAA, along with a copy of the faculty member's letter, by May 31 of the year in which the decision to terminate the review occurs.
- H. Submission deadlines
1. Deans may establish due dates for receipt of Fourth-Year Reviews and any annual reviews with a nonrenewal recommendation in the college office.
- I. Sixth Year Review process
1. Mandatory reviews shall follow process as set forth under [Faculty Rule 3335-6-04](#).
- III. Clinical/Teaching/Practice and Research Faculty
- A. Appointments
1. The initial appointment of all clinical/teaching/practice and all research faculty is probationary regardless of academic rank at hire. The duration of the initial appointment defines the length of the probationary period.
  2. Clinical/teaching/practice faculty are to have a five-year appointment for their initial probationary contract. Appointment terms for second and subsequent contracts for clinical/teaching/practice assistant and associate professors may be for a period of at least three years and for no more than five years. Appointment terms for second and subsequent contracts for clinical/teaching/practice professors may be for a period of at least three years and no more than eight years.
  3. Research faculty may have a one- to five-year appointment for their initial and any subsequent contract.
  4. The full text of terms and conditions of clinical/teaching/practice and research faculty appointments is stated in [Chapter 3335-7 of the Faculty Rules](#).
  5. There is no presumption of reappointment at the end of any given appointment period.
- B. Annual renewal
1. Positive decisions by the TIU head are final.
  2. In a college with multiple TIUs, each TIU head must forward a copy of the reappointment letter to the college dean.
  3. In a college that is the TIU, the dean must forward a copy of the reappointment letter to OAA.



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### C. Nonrenewal

1. A recommendation to not renew a probationary clinical/teaching/practice or research faculty member's appointment requires the approval of both the TIU head and the college dean. The college dean makes the final decision.
2. The TIU head must ensure proper notice is given to faculty who are not reappointed.
3. The [Nonrenewal of Probationary Appointment or Denial of Tenure Form](#) must be submitted to OAA, along with a copy of the nonrenewal letter sent to the faculty member, by May 31 of the year in which the nonrenewal decision occurs.

### D. Appointment renewal for probationary faculty

1. No later than the beginning of a faculty member's penultimate year of an initial appointment term, the individual must undergo a review so that the unit may determine whether it is appropriate to renew that individual's appointment for a new appointment term. The review will follow the same procedures as a review for tenure-track faculty as set forth in [Faculty Rule 3335-6-03](#) and [Faculty Rule 3335-6-04](#).
2. Positive decisions to reappoint clinical/teaching/practice and research faculty will be approved by OAA without review, and forwarded to the Board of Trustees (BOT) for final approval. Upon approval by the BOT, the clinical/teaching/practice or research faculty member is no longer probationary.
3. For each positive decision to reappoint to a new term, the unit must submit to OAA an original signed "cover sheet" (see [Record of Review for Promotion in Academic Rank/Tenure/Reappointment Form](#)). Only the form should be submitted. The CV, dossier, and copy of the reappointment letter should not be submitted.
4. If the individual will not be renewed, the faculty member should be so informed, subject to the relevant standards of notice set forth in [Faculty Rule 3335-6-08](#).
5. All reappointment decisions are at the discretion of the college dean.

### E. Appointment renewal for nonprobationary faculty

1. For faculty in their second and subsequent appointment term, the individual must be informed as to whether a new appointment will be extended by the end of the penultimate year of each appointment period. A faculty member not being renewed must be informed according to the relevant standards of notice set forth in [Faculty Rule 3335-6-08](#).
2. An initial decision from the TIU head or the dean (in colleges without departments) to not reappoint the faculty member to another term requires a review by the eligible faculty, or a standing committee of the faculty, as determined and as set forth in the relevant college, school, or department APT document.
3. If the initial decision from the TIU head or the dean (in colleges without departments) is to reappoint the faculty member to another term, that decision will be final unless a more formal review is otherwise set forth in the relevant college, school, or department APT document.
4. All reappointment decisions are at the discretion of the college dean.

### F. Submission deadlines

1. The dean may establish due dates for receipt of reviews in the college office.

### G. Position elimination

1. If a faculty member's position is eliminated, the faculty member must be so informed. In this situation, a review is not appropriate.

## IV. Associated Faculty

### A. Appointments

1. Associated faculty may be appointed for up to three years. Associated faculty members on a second or subsequent three-year appointment may not be terminated mid-appointment except for cause.

### B. Renewal

1. There is no presumption of reappointment at the end of a given appointment period.
2. If the position will continue, the faculty member must undergo formal reappointment review so that the unit may determine whether it is appropriate to renew that individual's appointment to fill that position.



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3. Positive decisions by the TIU head are final.
- C. Nonrenewal
  1. A decision by the TIU head not to renew an associated faculty member's appointment is final.
  2. The TIU head must ensure proper notice is given to associated faculty who are not reappointed.
- D. Standards of notice
  1. If the position will not continue, the university will, insofar as possible, observe the following standards of notice:
    - a. For an associated faculty member with a one-year or an initial multi-year appointment, not later than March 1 of the academic year, or three months in advance of the expiration of the yearly appointment term if the appointment expires during an academic year;
    - b. For an associated faculty member in the second year of an initial multi-year appointment, not later than December 15 of the second academic year of the appointment, or six months in advance of the expiration of the yearly appointment term if the appointment expires during an academic year;
    - c. No later than October 15 of the final year of a faculty member's (a) initial three-year appointment or (b) second or subsequent multi-year term appointment; and
    - d. For associated faculty with an initial three-year appointment or in subsequent multi-year term appointments, eight months in advance of the expiration of the appointment term if the appointment expires during an academic year.
  2. Failure to give notice does not renew a faculty member's appointment.

### Responsibilities

Position or Office	Responsibilities
Board of Trustees (BOT)	Provide final approval for reappointment of clinical/teaching/practice and research faculty.
Candidates for Fourth-Year Review and Mandatory Review	<ol style="list-style-type: none"> <li>1. May withdraw from or decline to participate in a mandatory review in any probationary year; decision to terminate a review must be accompanied by a letter of resignation.</li> <li>2. Submit dossier in a university-approved P&amp;T format to TIU head.</li> </ol>
Colleges	<ol style="list-style-type: none"> <li>1. Send dossiers to University Archives for appropriate retention.</li> <li>2. Send report of all decisions on reappointment to OAA.</li> </ol>
Deans	<ol style="list-style-type: none"> <li>1. Review faculty annual reviews as set forth in the policy.</li> <li>2. Convene a meeting with the regional campus dean/director to discuss a Fourth-Year Review if the regional campus dean/director recommendation differs from that of the TIU head or the college promotion and tenure committee.</li> <li>3. In a college that is the TIU, forward a copy of the reappointment letter to OAA.</li> <li>4. Make final decision on reappointment of Columbus campus and regional campus faculty after the Fourth-Year Review.</li> <li>5. Make final decision to not renew a clinical/teaching/practice or research faculty member's appointment.</li> <li>6. Make final decision to terminate a regional campus probationary faculty member's appointment.</li> <li>7. In a college with multiple TIUs, make final decision on a recommendation to terminate a probationary faculty member's appointment.</li> <li>8. In a college that is the TIU, make a recommendation to the provost to not reappoint probationary tenure-track faculty.</li> </ol>
Faculty members	Submit annually updated documentation of performance and accomplishments in CV format to the TIU head (and regional campus dean, if applicable).
Probationary Faculty	<ol style="list-style-type: none"> <li>1. Must use university-approved P&amp;T core dossier format to upload and format dossiers.</li> <li>2. Must undergo a review to determine whether an appointment renewal is appropriate no later than the beginning of the penultimate year of an initial appointment term.</li> </ol>
Provost	<ol style="list-style-type: none"> <li>1. Review and make final decisions on faculty annual reviews as set forth in the policy.</li> <li>2. Make final decision to not renew a probationary tenure-track faculty in colleges without units.</li> </ol>
Regional campus deans/directors	<ol style="list-style-type: none"> <li>1. Complete reviews of regional campus faculty as set forth in the policy.</li> <li>2. Approve recommendation to terminate regional campus probationary faculty member's appointment.</li> </ol>



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TIUs	<ol style="list-style-type: none"> <li>1. Include in APT documents established standards and procedures, required documentation, and document submission deadlines for annual and Fourth-Year Reviews of tenure-track faculty, annual and Penultimate Year Reviews of faculty on clinical/teaching/practice and research appointments, and annual and reappointment reviews of compensated associated faculty, including defining the unit's annual review period.</li> <li>2. Maintain a current CV of all tenure-track, clinical/teaching/practice, research, and associated faculty members within TIU.</li> <li>3. Submit to OAA an original signed "cover sheet" for each positive decision to reappoint probationary and clinical/teaching/practice faculty.</li> </ol>
TIU heads	<ol style="list-style-type: none"> <li>1. Complete annual reviews of all compensated faculty as set forth in the policy or delegate such responsibility to associate chairs/deans, vice chairs/deans, or division chairs/directors.</li> <li>2. Approve, as appropriate, reappointment of Columbus and regional campus faculty after the Fourth-Year Review.</li> <li>3. Approve, as appropriate, recommendation to terminate regional campus probationary faculty member's appointment.</li> <li>4. Approve, as appropriate, recommendation to not renew a clinical/teaching/practice or research faculty member's appointment.</li> <li>5. In a college with multiple TIUs, forward copies of reappointment letters to college dean.</li> <li>6. Forward copies of reappointment letter to regional campus dean/director in cases of regional campus faculty.</li> <li>7. Make final decision on positive annual appointments of probationary faculty.</li> <li>8. Ensure proper notice is given to faculty who are not reappointed.</li> </ol>

### Resources

Faculty Appointments, Faculty Workload, Tenure, and Retrenchment policy, [go.osu.edu/faculty-appointments-policy](http://go.osu.edu/faculty-appointments-policy)  
 Faculty Workload Standards and Guidelines, [faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline](http://faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline)  
 General Records Retention Schedule, [go.osu.edu/retention-schedules](http://go.osu.edu/retention-schedules)  
 OAA Annual Review Template, [faculty.osu.edu/faculty-support/faculty-development/annual-reviews](http://faculty.osu.edu/faculty-support/faculty-development/annual-reviews)  
 OAA Annual Review Webpage, [faculty.osu.edu/faculty-support/faculty-development/annual-reviews](http://faculty.osu.edu/faculty-support/faculty-development/annual-reviews)  
 OAA Procedures and Guidelines Handbook, [faculty.osu.edu/procedures-guidelines-handbook](http://faculty.osu.edu/procedures-guidelines-handbook)  
 OAA Policies, Guidelines and Forms, [oaa.osu.edu/resources/policies-and-procedures/policies-guidelines-and-forms](http://oaa.osu.edu/resources/policies-and-procedures/policies-guidelines-and-forms)  
 Rules of the University Faculty, [trustees.osu.edu/bylaws-and-rules/university-faculty-rules](http://trustees.osu.edu/bylaws-and-rules/university-faculty-rules)

### Contacts

Subject	Office	Telephone	E-mail/URL
Annual review; Fourth-Year Review; Sixth-Year Review; Reappointments	Office of Academic Affairs	614-292-5881	<a href="http://oaa.osu.edu">oaa.osu.edu</a>

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