

Rule 3344-16-17 | Faculty Annual Performance Evaluation · Rule 3344-16-16 | Faculty Workload Assignment · Office of the Provost

Roles: ■ Faculty ■ Chair / Director ■ Dean / Assoc. Dean ■ Provost's Office *Note: Exact dates within each window are set by college/unit.*

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Role / Task	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
PHASE 1: WORKLOAD PLANNING & GOAL SETTING												
Dean / Assoc. Dean Review annual workload & evaluation timeline with chairs/directors (by Aug, week 4)	By Aug W4											
Chair / Director Faculty development meetings with each faculty member (by Sep 30)		By Sep 30										
Faculty Update eFAAR with summer activity if relevant (before faculty development meeting) Submit faculty development plan with suggested workload deliverables (by Oct 15)		By Sep 30	By Oct 15									
Chair / Director Begin reviewing faculty information and unit workload assignment spreadsheet (Oct, week 2–Nov)				Oct W2–Nov								
Chair / Director Workload consultation with each faculty member (by Dec 1)				Nov W2–4								
Dean / Assoc. Dean Workload consultation with chair/director (first three weeks of December); follow-up with Provost if needed					Dec W1–3							
Chair / Director Chairs notified of approved faculty workloads (Jan, week 3)						By Jan W3						
Faculty Faculty notified of approved workload assignments (by Jan 31)						By Jan 31						
Faculty / Chair discussions will occur as needed to update workload assignments due to unforeseen changes (class cancellations, changes in service or RSCA, etc).												

PHASE 2: ONGOING ACTIVITIES & REPORTING

Faculty Carry out assigned workload (teaching, RSCA, service, clinical, admin)											summer activity as relevant	
Faculty Complete and submit eFAAR with academic year information (by 3rd week of May) Update eFAAR with summer activity if relevant (before Sep faculty development meeting) Note: Faculty have open access to eFAAR throughout the year		By Sep 30							By May W3			

SEIQ scores will be delivered to faculty for upload into eFAAR the week after grades are due.

PHASE 3: ANNUAL PERFORMANCE EVALUATION

[illegible]

PHASE 4: APPEALS (IF APPLICABLE)												
Faculty Submit written appeal to Provost's Office within 30 calendar days of receiving evaluation												
Provost's Office Acknowledge appeal; conduct review; issue written determination												

ONGOING: STUDENT & PEER EVALUATIONS (TEACHING)												
Faculty Student evaluations each semester (ODHE-mandated questions required)												
Faculty Conduct and receive peer evaluations of instruction per college/unit schedule												
Chair / Director Support unit peer evaluation of instruction and encourage student participation in SEIQ												

All submissions made via university reporting tool (currently Interfolio/eFAAR). Post-tenure review timelines governed by separate BOT-approved policy. Student evaluation administration follows each semester's registrar calendar.