

Annual Review Committee Charge

AY 19-20

The Physics Department APT Document stipulates that Annual Review Committees for assistant and associate professors consist of four faculty members, two of which are from outside the candidate's specialty. One of these two will be appointed as chair of the review committee. In addition, there will be a teaching mentor and research mentor. In the case of a 4th-Year review or a P&T review, a Procedures Oversight Designee (POD) is also appointed. Annual Review committees are also expected to engage in active mentoring. This may include direct mentoring from a committee member or guiding the junior faculty to another colleague with the appropriate expertise. The general responsibilities of the committee are described below. In addition, a list of suggested activities and deadlines are supplied in supplemental documents.

General Duties for Committee:

- Ensure both research and teaching mentoring is occurring
- Help junior faculty understand the P&T process
- Meet with the junior faculty at the beginning of each semester
- Provide junior faculty opportunity to audit significant data and findings of committee
- Provide a written annual review

Research Mentor:

- Discuss and help develop research plans
- Provide guidance for lab setup and equipment acquisition, if appropriate
- Grant Proposals:
 - Assist in identifying appropriate grant agencies and programs
 - Review grant proposals 10-14 days prior to submission deadline and provide feedback for improvements
 - Assist with OSU bureaucratic processes for submission
 - Discuss reviews
- Help identify appropriate journals, 'proof' articles, discuss referee reports and replies.
- Help find venues for talks, possibly encourage others to invite junior faculty member.

Teaching Mentor:

- Discuss course plans and syllabi with junior faculty prior to start of semester.
- Provide a connection with others who may be better aligned with teaching assignment.
- Provide teaching resources (e.g. notes, old exams), if needed.
- Attend multiple classes during the semester for observations.
- Meet with junior faculty to discuss observations and provide constructive feedback.
- Ensure a written peer teaching review takes place and meet with peer reviewer prior to the review.
- Review and discuss SEIs with junior faculty.

Procedure Oversight Designee: (4th-Year and P&T Reviews)

- Ensure proper procedures are followed and complete POD checklist
- Ensure properly formatted and complete dossier is submitted

Annual Review Committee Responsibilities

(1st, 2nd, 3rd and 5th year)

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Summer Semester (prior to nth year):

1. General Tasks

- a. **Teaching Mentor:** Meet with faculty member and identify needed resources for the coming semester. (examples: who has recently taught the course?; are example notes, syllabi, exams and other materials available?; help with CARMEN/CANVAS); Review proposed syllabus of Autumn semester course

Autumn Semester:

1. General Tasks

- a. **Whole Committee:** Meet with faculty member during first several weeks of semester to discuss objectives for coming year:
 - i. discuss promotion and tenure process
 - ii. teaching responsibilities and challenges
 - iii. service expectations
 - iv. research proposals; establish deadlines for providing feedback prior to submission
 - v. research goals such as talks and papers, students, etc.
 - vi. establish/review budgets (see below)
- b. **Teaching Mentor:**
 - i. Visit course in first several weeks of the semester and provide informal feedback.
 - ii. Review first quizzes and exams and provide feedback.
 - iii. Ensure that a formal peer review of teaching (if needed) will take place at least two weeks prior to the end of the semester. Review may be by mentor or another faculty member; coordinate with Vice Chair. If a separate faculty member is used, the teaching mentor should meet briefly with the reviewer prior to the formal review.
 - iv. Near end of semester, identify any needs for the spring semester teaching assignment. Special attention should be given if the course will be taught for the first time.
- c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.

2. Important Tasks and Deadlines:

- a. **Research Budget** (Due: October 14th): A budget showing expected research expenses and funding sources for the current year and projections for years through the P&T review should be submitted to the Chair.

Spring Semester:

1. General Tasks

- a. **Whole Committee:** Meet with the candidate during the first two weeks of semester to discuss:
 - i. Deadlines for Annual Review materials (see Task list below)
 - ii. Research proposal deadlines
 - iii. Address any questions regarding format of dossier
 - iv. Review progress on objectives established in the autumn
- b. **Teaching Mentor:** If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams. Ensure a formal peer review takes place, if needed, prior to March for inclusion with annual review materials.
- c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
- d. **Whole Committee:** In early March, review the candidate's dossier, teaching peer evaluation, SEIs and previous annual review letters. Draft an annual review letter (see due date below). Consult guidelines for annual review letters.

2. Important Tasks and Deadlines:

- a. **Complete Forms for Tenure Clock Delay:** (Due: Mar 26th): Candidates wishing to delay the tenure clock must file the appropriate forms with the College.
- b. **Complete Draft of Dossier** (Due: Mar 12th): The faculty member should provide a complete draft of the dossier to the committee for comment.
- c. **Completed Dossier** (Due: Mar 26th): Available to Chair's Executive Assistant for electronic posting.
- d. **Completed Draft Annual Review Letter** (Due: Mar 26th) Available to Chair's Executive Assistant for posting.
- e. **Annual Review Faculty Meeting:** April 2th, 3th, 9th and 10th, 2020

Annual Review Committee Responsibilities

(4th year)

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Summer Semester (prior to 4th year):

1. General Tasks
 - a. **Teaching Mentor:** Meet with faculty member and identify needed resources for the coming semester. (examples: who has recently taught course?; are example notes, syllabi, exams and other materials available?; help with CARMEN/CANVAS)
 - b. **Teaching Mentor:** Review proposed syllabus of Autumn semester course

Autumn Semester:

1. General Tasks
 - a. **Whole Committee:** Meet with faculty member in first several weeks of semester to discuss objectives for coming year:
 - i. teaching responsibilities and challenges
 - ii. service expectations
 - iii. research proposals; establish deadlines for providing feedback prior to submission
 - iv. research goals such as talks and papers, students, etc.
 - v. establish/review budgets (see below)
 - vi. discuss process of 4th-year review
 - b. **Teaching Mentor:**
 - i. Visit course in first several weeks of the semester and provide informal feedback.
 - ii. Review first quizzes and exams and provide feedback.
 - iii. Ensure that a formal peer review of teaching (if needed) will take place at least two weeks prior to the end of the semester. Review may be by mentor or another faculty member; coordinate with Vice Chair. If a separate faculty member is used, the teaching mentor should meet briefly with the reviewer prior to the formal review.
 - iv. Near end of semester, identify any needs for the spring semester teaching assignment. Special attention should be given if the course will be taught for the first time.
 - c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
 - d. **Whole Committee:** Meet, separate from faculty member, to discuss potential external reviewers. (see deadline below)

2. Important Tasks and Deadlines:

- a. **Research Budget** (Due: October 14th): A budget showing expected research expenses and funding sources for the current year and projections for years through the P&T review should be submitted to the Chair.
- b. **External Reviewers** (Due: November 1): The committee should identify a list of 4 external reviewers for the 4th year review. The faculty member may suggest 2 names, which should be selected after the committee has agreed on a list. This list must be approved by the College prior to soliciting letters during the summer.
- c. **External Materials** (Due: Nov 15): The candidate's CV, a research statement and up to five publications are provided to the external reviewers. This material should be reviewed by the committee prior to providing it to Chair's Executive Assistant in electronic form.

Spring Semester:

1. General Tasks

- a. **Whole Committee:** Meet with the candidate in the first week of semester to discuss:
 - i. Deadlines for 4th-year Review materials (see Critical Task list below)
 - ii. Research proposal deadlines
 - iii. Address any questions regarding format of dossier.
 - iv. Review progress on objectives established in the autumn.
- b. **Teaching Mentor:** If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams.
- b. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
- c. **POD:** Provide assistance with the formatting of the dossier. A correct and complete dossier is essential for the College-level review.
- d. **Whole Committee:** In early Feb review the candidate's dossier, external letters, teaching peer evaluation, SEIs and previous annual review letters. Draft a 4th-year review letter for the Committee of Eligible Faculty (see due date below). Consult guidelines for 4th-Year review letters.

2. Important Tasks and Deadlines:

- a. **Complete Draft of Dossier** (Due: Jan 31): The faculty member should provide a complete draft of the dossier to the committee for comment. The POD should ensure that all sections are completed properly.
- b. **Completed Dossier** (Due: Feb 13): Available to Chair's Executive Assistant for posting.
- c. **Completed Draft 4th-Year Review Letter** (Due: Feb 13) Available to Chair's Executive Assistant for posting.
- d. **4th-Year Review Faculty Meeting:** February 20, 2019

Annual Review Committee Responsibilities

(Associate Professor)

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Autumn Semester:

1. General Tasks
 - a. **Whole Committee:** Meet with faculty member during first several weeks of semester to discuss previous year's annual review and consider goals for the coming year.
 - b. **Teaching Mentor:**
 - i. Ensure that a formal peer review of teaching (if needed) will take place at least two weeks prior to the end of the semester. Review may be by mentor or another faculty member; coordinate with Vice Chair. If a separate faculty member is used, the teaching mentor should meet briefly with the reviewer prior to the formal review.
 - ii. If faculty member is teaching a new prep, help connect them with resources as needed.
 - c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.

Spring Semester:

1. General Tasks
 - a. **Whole Committee:** Meet with the candidate during the first two weeks of semester to discuss:
 - i. Deadlines for Annual Review materials (see Task list below)
 - ii. Research proposal deadlines
 - iii. Address any questions regarding format of dossier.
 - iv. Review progress on objectives established in the autumn.
 - b. **Teaching Mentor:** If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams. Ensure a formal peer review takes place, if needed, prior to March for inclusion with annual review materials.
 - c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
 - d. **Whole Committee:** In early March, review the candidate's dossier, teaching peer evaluation, SEIs and previous annual review letters. Draft an annual review letter (see due date below). Consult guidelines for annual review letters.
2. Important Tasks and Deadlines:
 - a. **Complete Draft of Dossier** (Due: Mar 12th): The faculty member should provide a complete draft of the dossier to the committee for comment.
 - b. **Completed Dossier** (Due: Mar 26th): Available to Chair's Executive Assistant for electronic posting.
 - c. **Completed Draft Annual Review Letter** (Due: Mar 26th) Available to Chair's Executive Assistant for posting.
 - d. **Annual Review Faculty Meeting:** April 2th, 3th, 9th and 10th, 2020