

# Annual Review Notifications Comments Process and Appeals Process

---

March 20, 2025

## Overview - Notification and Comments Process

After all annual review meetings are complete and letters have been drafted, unit heads must notify faculty of the results of the review, share the annual review letter, and provide a minimum of 7-calendar days comments period for faculty to comment on the review.

Comments from faculty may include, but are not limited to, clarification of the record, corrections within the written annual review, and/or agreement or disagreement with the reviewer's performance ratings.

Unit heads should acknowledge receipt of comments, indicate any action to be taken based on the comments or that no action will be taken, and the next step in the process. The reviewer may respond to comments and/or revise the written annual review. Any responses and/or revisions should be shared with the faculty member.

Any comments received should be collected and added to the faculty members' Interfolio case, along with any responses, and the final annual review letter. An email template for notifying faculty is provided below.

## Overview - Notification and Appeal to Dean Process

Upon completion of the comments process, the unit head must notify faculty that they have 14-calendar days to submit an appeal of their annual review to the Dean.

Only rating decisions may be appealed. Should a faculty member wish to appeal a rating decision, they must demonstrate that the final evaluation contains a substantive factual error, inconsistently applies the established criteria of the Unit, or otherwise does not align with the criteria of the Unit. Assigned workload for the upcoming year is not appealable, as this falls under managerial discretion.

An email template for notifying faculty is provided below.

**Please contact [ascfacultyaffairs@osu.edu](mailto:ascfacultyaffairs@osu.edu) if you have any questions.**



## Notification and Comments Process (Email Template)

**Subject:**

2025 Annual Review Letter and Comments Process

**Body:**

Hello, [NAME]:

Your 2025 annual review letter is attached. This email marks the beginning of the comments phase of your annual review. The comments phase is an opportunity to clarify, correct, and/or provide comments about agreement or disagreement with the letter. This phase is optional. Any comments received will be added to your annual review case in Interfolio.

Once you have reviewed your letter, if you wish to provide comments, complete the [Faculty Candidate Annual Review Comments Form](#) (also attached). Please submit your completed form to [NAME and EMAIL] by [DAY, DATE, TIME]. If you do not submit comments by the above date, your case will be moved forward to the college.

If you have questions about the University's annual review comments process, please reference the [OAA Annual Reviews website](#) or contact [ASC Faculty Affairs](#).

Thank you,

Name

Title

Email address



## Notification and Appeal to Dean Process (Email Template)

**To:**

All faculty under review (cc: [ascfacultyaffairs@osu.edu](mailto:ascfacultyaffairs@osu.edu))

**Subject:**

2025 Annual Review – Appeal to Dean Process

**Body:**

Hello:

The annual review by [UNIT] is now complete. This message marks the beginning of the annual review appeal to the Dean process. Only rating decisions (e.g., exceeds expectations/meets expectations/does not meet expectations) assigned in your annual review letter may be appealed. Your appeal must demonstrate that the final evaluation contains a substantive factual error, inconsistently applies the established criteria of the Unit, or otherwise does not align with the criteria of the Unit. Assigned workload for the upcoming year is not appealable, as this falls under managerial discretion. This phase is optional. Any appeals received will be added to your annual review case in Interfolio.

If you would like to submit an appeal to the Dean, please complete the Qualtrics form linked below by [DAY, DATE, TIME]. If you do not submit an appeal by the above date, your case will be moved forward to be reviewed by the dean.

Qualtrics ASC Appeal to Dean:

[https://osu.az1.qualtrics.com/jfe/form/SV\\_ePYww5mUQsVOHPg](https://osu.az1.qualtrics.com/jfe/form/SV_ePYww5mUQsVOHPg)

If you have questions about the University's annual review appeals process, please reference the [OAA Annual Reviews website](#).

If you have issues or questions regarding the appeals process or submission of your appeal, please contact [ASC Faculty Affairs](#).

Thank you,

Name

Title

Email address

