



Ohio Administrative Code

Rule 3341-1-15 Faculty Annual Performance Evaluation Policy.

Effective: December 24, 2025

(A) Policy statement and purpose

In accordance with Ohio law, the Bowling Green State University Board of Trustees adopts a faculty annual performance evaluation policy. This policy establishes the criteria to be used by Bowling Green State University in conducting annual evaluations of each full-time faculty member.

(B) Periodic review and approval requirement

Every five years, BGSU will review this policy to determine if any updates are needed. Any recommended changes will be presented and discussed with the Faculty Senate Executive Committee, who may at their sole discretion discuss the recommended changes with the full Senate for an advisory vote. Any updates must be approved by the Board of Trustees before they become effective.

(C) Policy scope

This policy applies to all BGSU full-time faculty members directly compensated by the University.

(D) Faculty annual performance evaluation

(1) The annual evaluation of faculty must be comprehensive and include standardized, objective, and measurable performance metrics. The performance of faculty covered by this policy will be assessed annually in each of the following categories provided that the full-time faculty member has spent at least five percent of their annual work time performing duties within the category:

(a) Teaching/librarian effectiveness;

(b) Research and scholarly/creative activities;



- (c) Service;
- (d) Clinical care and related professional services;
- (e) Administration;
- (f) Practitioner engagement in specific areas

(2) Faculty covered by this policy will receive one of the following ratings for each of the categories listed in Section (D)(1) to the extent the categories are applicable to the faculty member's position responsibilities:

- (a) exceeds performance expectations;
- (b) meets performance expectations, or;
- (c) does not meet performance expectations

Criteria and standards that establish the assessment of the ratings are found in provost-approved unit policy documents related to annual reviews, enhanced performance reviews, and/or merit reviews.

(3) Student Evaluations of Faculty. Teaching assessment should consider a broad range of evidence in determining performance. Student evaluations are a critical indicator and pursuant to Ohio law shall account for at least twenty-five per cent of the annual review in the area of teaching. The Office of Academic Assessment oversees and administers the instrument used for the annual evaluation of teaching.

(4) Projected Work Effort Distribution. Annual reviews establish a projected work effort distribution for the faculty member for the next review period and shall be used during the next year's annual evaluation. The work effort distribution must be compliant with the University's established Faculty Workload Assignment policy 3341-1-9 and shall receive approval from the college dean.



(5) Peer Evaluations of Faculty. Peer evaluations of faculty shall be conducted according to the process described in the provost-approved unit policy for annual performance reviews (APR), enhanced performance reviews (EPR), and annual merit reviews. (Guidelines are available in the Joint Committee on Peer Review of Teaching Effectiveness.)

(6) University Personnel Responsible for Conducting Annual Faculty Evaluations. Evaluations shall be conducted by the department chair/school director and reviewed, approved or disapproved by the college dean, and submitted to the provost for review. If there is disagreement between the department chair/school director and dean, the Provost shall have final decision authority regarding the annual review.

(E) Process for conducting the annual review of faculty

(1) The annual timeline for the review of faculty will be conducted as listed on the Faculty Review Schedule posted on the Office of the Provost's Faculty Affairs website.

(2) Criteria, standards and processes used for annual reviews may be found on the Office of the Provost's Faculty Affairs website - University, College, and Academic Unit Policies and Guidelines.

(3) Faculty shall upload their annual review dossier in the electronic review system by the date found on the Faculty Review Schedule.

(4) Annual review dossiers and review letters will be kept in the electronic review system and archived in accordance with college and provost office retention schedules.

(F) Appeal rights regarding final evaluation

(1) Upon receipt of the annual faculty evaluation from the department chair/school director and the college dean, the faculty member may appeal the review within three business days.

(2) An appeal letter shall be uploaded by the faculty member into the electronic review system within three business days of the receipt of the annual review by the department chair/school director and college dean. The appeal letter shall be made part of the final evaluation dossier.



(3) The Provost will review the appeal letter along with the complete dossier and review letters provided by the department chair/school director and college dean and communicate their final decision to the faculty member, department chair/school director and dean.

(G) With respect to any collective bargaining agreement entered into after the date of this policy the following apply:

(1) Nothing in this policy may be collectively bargained;

(2) In the event that this policy conflicts with a collective bargaining agreement, this policy will prevail; and

(3) Any past practices required by or associated with a collective bargaining agreement do not impact implementation of this policy.