



MEMORANDUM

TO: Chancellors, Deans, VCAAs, Associate Deans, Chairs, and Directors

FROM: T. Chris Riley-Tillman, Provost and Executive Vice President

Handwritten signature of T. Chris Riley-Tillman in black ink.

SUBJECT: 2025 Faculty and Administrative Professional Staff Annual Reviews

DATE: December 11, 2025

The annual review process combines annual reviews, progress toward tenure, and pre-tenure intensive reviews. Annual reviews are intended to be developmental, not solely critical. They should recognize employee contributions and successes while also defining pathways to encourage growth. When supervisors identify areas for improvement, it is incumbent on the supervisor to work with the employee to explicitly define goals and expectations to address the issues. Without a clearly articulated roadmap, it is difficult for employees to succeed long-term.

An important note is that only faculty who are undergoing a pre-tenure intensive review are required to use Activity Insight. Please see [this memorandum about fields in Activity Insight](#) for faculty to record activities related to institutional priorities. Others may or may not be required to submit Activity Insight reports as determined by their respective dean.

Below, please find detailed information regarding the abridged, comprehensive, and intensive reviews. Additional information regarding faculty reviews can also be found in the *Faculty Manual* (Section III.C.7). Lastly, it is important to follow the instructions outlined in this memorandum to prevent misunderstandings and to ensure reviews are objective, fair, and impartial.

Annual Review Requirements

All faculty on permanent appointments, as well as those eligible for rehire at the conclusion of their contracts, must participate in the formal annual review process. **This requirement applies to tenured, tenure-track, career-track, adjunct, and short-term faculty, regardless of their full-time equivalent (FTE) status.** Faculty who plan to leave the university before the next academic year may be exempt from this review.

Faculty who have served at Washington State University for less than one (1) year are not required to undergo an annual review, except for pre-tenure faculty, who must maintain a record of review beginning with their initial appointment.

As of last year, all faculty annual reviews are shared with the Provost's Office. Instructions will follow separately for units and/or colleges to upload all faculty annual review materials to a Teams site.

Abridged Review (Short-form annual review)

The abridged review is conducted every other year for tenured and career-track faculty who are making satisfactory progress. The faculty member must submit an updated curriculum vitae and a short description of accomplishments since their last review to their supervisor. Accomplishments are limited to those since their last annual review.

The review is performed by the department chair/school director (or their designee) using the [Abridged Review Administrative Form](#) with input from the respective academic director (as applicable). The faculty member will be given a rating of "meritorious," "satisfactory or better," or "less than satisfactory." If the annual review rating is "less than satisfactory," the written report must include an explanation for the decision *with specific written guidance for how to improve*, and all subsequent annual reviews will be comprehensive or intensive until a rating of "satisfactory or better" is achieved.

Abridged reviews must be sent to the dean and, when applicable, the campus chancellor/VCAA. If the reviewed faculty member teaches at least one Global Campus course, the report must be reviewed by the WSU Global VCAA. The report will also be sent to the faculty for their review and signature. If the dean or VCAA(s) provide narrative feedback, it must be forwarded to the faculty for an additional review before finalization.

The report sent to the faculty should include an invitation to meet face-to-face with the department chair/school director to discuss the review. A review will be considered complete only after it has been reviewed and signed by the department chair or school director, the dean, chancellor/VCAA(s) (if applicable), and the faculty member.

Comprehensive Review (Annual review)

Comprehensive reviews are intended to evaluate the faculty member's performance and provide feedback relative to university and department expectations. Each comprehensive review will consider the faculty member's accomplishments and contributions since the last comprehensive or intensive review in the context of their cumulative performance.

The following individuals must complete a comprehensive review:

- Pre-tenure faculty (every year)
- Tenured faculty (every other year)
- Career-track faculty (every other year)
- When requested by the faculty member or chair/director

The materials to be submitted include an updated curriculum vitae and a summary of accomplishments, which includes an overview of the position, teaching accomplishments, research contributions, and service accomplishments since the last annual review. If the faculty member is pre-tenure, their summary must include an Activity Insight report and a description of their cumulative accomplishments, which will be assessed through the comprehensive review process.

Comprehensive reviews must be sent to the dean and, when applicable, the campus chancellor/VCAA. If the reviewed faculty member teaches at least one Global Campus course, the report must be reviewed by the WSU Global VCAA. The report will also be sent to the faculty for their review and signature. If the dean or VCAA(s) provide narrative feedback, it must be forwarded to the faculty for an additional review before finalization.

The report sent to the faculty should include an invitation to meet face-to-face with the department chair/school director to discuss the review. A review will be considered complete only after it has been reviewed and signed by the department chair or school director, the dean, chancellor/VCAA(s) (if applicable), and the faculty member.

If a faculty member receives an annual review rating of “some improvement needed” or “substantial improvement needed,” then the report will include a list of goals and expectations intended to help the faculty member achieve a “satisfactory” or higher annual review rating at the next review, which must be comprehensive or intensive. The list should clearly identify areas where performance is deemed deficient and provide specific recommendations to correct the deficits.

Comprehensive Reviews will be submitted by the department chair or school director to the dean and, where applicable, the campus VCAA, and to the faculty member for their review. The report sent to the faculty should include an invitation to meet face-to-face with the department chair/school director to discuss the review. A review is considered complete only after it has been reviewed and signed by the department chair or school director, the academic director (if applicable), the dean, the campus VCAA (if applicable), and the faculty member.

For pre-tenured faculty, a rating of “substantial improvement needed” may lead to non-reappointment, as described in the *Faculty Manual* (Section III.E.1). Faculty on three (3) to five (5)-year appointments may have their appointments reduced to one (1) year if a rating of “substantial improvement needed” is assigned.

Intensive Reviews (Comprehensive annual review plus cumulative career progress review)

The intensive review is a two-part review that includes both a comprehensive annual review and a cumulative career progress review. *All intensive reviews also require faculty recommendation forms from eligible faculty.*

- The comprehensive review is the same as that described above.
- The career progress review evaluates the progress of the candidate toward tenure and/or promotion, provides feedback relative to university and department expectations, identifies areas of improvement, and offers recommendations that may assist the candidate in determining future work.

Pre-tenured faculty typically undergo one intensive third-year review, and tenured faculty who are eligible for promotion are strongly encouraged to request an intensive review every four to six years. Comprehensive or intensive reviews are also required in any year following a review with a rating of “Less than Satisfactory” (abridged), “Needs Substantial Improvement” (comprehensive), or “Unsatisfactory” (intensive).

Please see the [FAQ on third-year reviews for questions related to COVID effects on timing.](#)

The following materials must be uploaded to the college Teams site for the pre-tenure career progress review in the order indicated below:

1. [Intensive Review Administrative Form](#), signed by the department chair/school director, dean, and chancellor/vice chancellor for academic affairs (as applicable). If the faculty member has a joint appointment, separate administrative forms should be uploaded for each unit;
2. Current curriculum vitae;
3. Updated Activity Insight report (*only required for pre-tenure intensive reviews; other required Activity Insight reporting is determined by the dean*);
4. Comprehensive Reviews/Past Progress Toward Tenure, including a comprehensive review for the current review year. All reviews should be fully signed;
5. Statements (2-page limit for individual statements) (e.g., research, service, split appointments, COVID, access and opportunity work, other context) or a single unified statement (6-page limit). This change was implemented within the last few years; please ensure faculty are aware that this is an option. [Please see the guidance to faculty on documenting impact](#); and [guidelines for evaluating community-engaged research and scholarship](#).
6. Teaching portfolio (25-page limit for health sciences; 5-page limit for all others);
7. Supporting materials. Wherever possible, please submit supporting materials in electronic format to the Teams site rather than in another format.

DOIs can be supplied with the CV for published works that are available electronically.

If electronic versions or pictures are not available, supporting material may include books, slides, tapes, and other evidence (e.g., photographs, videotapes) of the candidate's teaching, research, scholarly, creative, and service activities. The material should be assembled in an archive box and labeled with the candidate's name, department, and college. Any materials that are submitted as part of a candidate's supporting documentation may become part of WSU's permanent record and may not be returned to the candidates. We strongly urge candidates to submit copies rather than originals; and

8. Intensive Review Faculty Recommendation Forms (note: there are two separate forms for Pre-Tenured Candidates or Tenured and Career-Track Faculty); all intensive reviews require faculty evaluation forms from eligible faculty. These forms are to be uploaded to the Teams channel reserved for faculty recommendations only.

The Provost's Office will provide a Teams site in early January. **Faculty Recommendation Forms will be uploaded onto a private channel within the Teams site.**

Each intensive review will result in two reports: a comprehensive annual review report and a career progress report. The chair will meet face-to-face with the candidate to discuss both reports.

Comprehensive Review Procedures for the Intensive Review

The comprehensive review report is sent by the department chair/school director to the dean and the campus vice chancellor for academic affairs (as applicable), and to the faculty member being reviewed. The rating given in the comprehensive review report will serve as the annual review rating anywhere an annual review rating is used. The chair should provide the candidate with a copy of this report prior to the face-to-face meeting.

The review is performed by the department chair/school director (or their designee) using the [Comprehensive Review Administrative Form](#), with input from the respective academic director (as applicable).

Cumulative Career Progress Review Procedures for the Intensive Review

The career progress portion of the intensive review is coordinated by the department chair/school director and requires participation from all faculty and administrators eligible to perform promotion and/or tenure evaluations for the candidate. Unit faculty complete the Intensive Review Faculty Recommendation Form (either the form for [Pre-Tenured Candidates](#) or, for everyone else, the form for [Tenured and Career-Track Faculty](#)).

For tenured and career-track faculty, the career progress portion of the review may stay at the department level. For faculty seeking feedback, this portion of the review may be reviewed at the college level.

For pre-tenured faculty only, the intensive review procedures will match those for final tenure consideration, except that **external professional evaluations are not required**.

All materials for pre-tenure intensive reviews (3rd year) should be uploaded to the Teams site by March 27, 2026.

A determination that the progress toward tenure is “unsatisfactory” can lead to non-reappointment as described in Section III.E.2 of the *Faculty Manual*. In this event, the faculty member may, within twenty-five (25) business days after notification of non-reappointment, petition the Faculty Status Committee to review the decision upon allegations either of inadequate consideration, violation of academic freedom, or substantial procedural irregularity.

University Policies and Procedures Manual (UPPM) 10.39 (previously Executive Policy 29) is the operative document that outlines the roles and responsibilities of the department chair/school director, academic director, dean, and vice chancellor for academic affairs (VCAA) in the annual review process. The department chair/school director is responsible for assigning merit evaluations to all faculty, regardless of campus. Academic directors will provide input to the department chair/school director on all unit faculty located on the academic director’s respective campus at least two weeks before reviews are due to the dean, and the department chair/school director will explicitly incorporate this input into the annual review narrative. The dean and VCAA (as applicable) will review the narratives, provide additional commentary, and assign an evaluation before submitting the reviews to the provost. If the dean and VCAA cannot agree on an evaluation for a faculty member not located in Pullman, the VCAA may submit a dissenting review.

The original forms for abridged, comprehensive, and intensive reviews should be retained at the college level, and a copy should be sent to Human Resource Services. All dissenting reviews are to be forwarded through the dean to the Office of the Provost.

A spreadsheet containing a roster of all faculty required to undergo an annual review, indicating review type and the ratings assigned, must be added to the Provost's Office Annual Review Repository Teams site. In addition to the roster, signed copies of all administrative recommendation forms for every review must also be uploaded.

Annual review rosters, administrative forms, and any dissenting reviews must be received in the Provost's Office by May 1, 2026 (except for pre-tenure third-year intensive review, due March 27, 2026).

Fillable forms and frequently asked questions can be found at: <https://provost.wsu.edu/guidelines-and-forms/>. Please use the fillable forms whenever possible. More information regarding the abridged, comprehensive, and intensive reviews can be found in Section III.C.7 of the *Faculty Manual* (<https://facsen.wsu.edu/>).

Activity Insight

Only faculty undergoing a pre-tenure intensive review are required to use Activity Insight to compile their annual reviews. Login is available at: <https://www.digitalmeasures.com/login/wsu/faculty>. **Effective Fall 2026**, it is anticipated that Activity Insight will be required for all faculty annual reviews. Additional information regarding the revised pages and requirements will be provided in next year's memorandum, which will be released in December 2026.

It is imperative that users review all the populated personnel information carefully, as it has been provided from various university databases. Please report any errors to the appropriate unit administrator, who will ensure the university database is updated. The change will take approximately 5-7 business days to appear within Activity Insight.

The interface includes a link to a fully searchable reference guide, updated in 2022, that helps determine where to report specific types of activities. We have also made two complete 90-minute Zoom presentations available on how to navigate the interface. These resources can be found at <https://provost.wsu.edu/activity-insight>.

Administrative Professional Reviews

Administrative Professional personnel are evaluated annually on a calendar year (January 1 – December 31). Beginning with the 2024 review period, evaluators must use the Employee Performance Review process in Workday to document the evaluation of Administrative Professional employees. Any alternatives to the employee review process in Workday or the calendar year employee review period must be reviewed and approved by the Chief Human Resource Officer.

Information regarding annual reviews for Administrative Professional employees can be found in the *University Policy and Procedures Manual 60.55*. Refer to the [Administrative Professional Handbook - Annual Review](#) for information regarding supervisor and employee responsibilities.

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The employee may add comments that disagree with the contents of the annual review. Within 30 days of receipt of a completed and signed performance evaluation, an employee may submit a written request to the designated personnel officer for the University, or designee, to review alleged irregularities in the use of the approved performance evaluation form and/or procedures.

Thank you for your assistance and dedication to an annual review process for faculty and administrative professional staff that is fair and transparent. Please let us know if you have any questions.

Cc: Human Resource Services