

SIMPSON COLLEGE FACULTY HANDBOOK
PART III: PERSONNEL PROCEDURES

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SIMPSON COLLEGE FACULTY HANDBOOK PART III: PERSONNEL PROCEDURES

SECTION 1: PROCEDURES FOR INITIAL APPOINTMENT

The information contained in this section describes the procedures approved by the faculty, board of trustees and administration for the purpose of appointment, evaluation, tenure, promotion and other personnel-related issues for faculty at Simpson College. They have been designed to ensure academic due process. The procedures outlined herein work in tandem with the policies outlined in Simpson College Faculty Handbook Part II: Personnel Policies. Other important policies that apply to all employees of the college, including the college's nondiscrimination and harassment policies, may be found on the college's website: <https://simpson.edu/internal/human-resources/employee-handbook>

1.1.0 Criteria for Initial Full-Time Appointments *(revised 02/07/2020 board meeting)*

Normally, full-time appointment to the faculty is made by the academic dean in consultation with the department. The criteria for initial full-time appointment are listed in Simpson College Faculty Handbook Part II: Personnel Policies, Section 3.

1.2.0 Teaching Specialist Contracts *(added 02/07/2020 board meeting)*

Normally, initial teaching specialist appointment to the faculty is made by the academic dean in consultation with the department. The criteria for initial appointment are listed in Simpson College Faculty Handbook Part II: Personnel Policies, Section 3.

Persons holding teaching specialist contracts are *not eligible* for tenure. In general, holders of such contracts will perform specific types of teaching duties not necessarily associated with traditional classroom teaching. Teaching specialist contracts may include but are not limited to librarians, lab instructors, clinical faculty, departmental internship coordinators, media specialists and vocal and instrumental music specialists.

Incumbents of all such positions hold full faculty status pertaining to voting privileges and serve on committees for which they are eligible. Holders of such positions are expected to hold normal minimal professional credentials as defined by the academic dean in consultation with the department.

The incumbent of such a position will normally be hired initially on a series of one-year contracts for the first three years under the conditions of evaluation and notification of contract continuance or termination designed for all faculty. Following this three-year period, an incumbent of this position may be offered an extended three-year contract (generally renewable, as a three-year contract). When determined to be appropriate by the academic dean and department chair, a three-year contract may be offered as an initial appointment. Appropriate evaluation procedures continue during the extended contract period, and the incumbent will be subject to normal expectations of the maintenance of professional skills and performance of responsibilities as described in the criteria developed for the position and included in the individual's personnel file in the dean's office.

Holders of teaching specialist contracts are not eligible for appointment or promotion to the ranks of associate or professor. Teaching specialist faculty hired in the rank of

instructor may receive promotion to assistant professor upon the completion of a terminal degree or upon the completion of five years of continuous service by action of FPC.

If the college determines a position filled with a specialist teaching contract should be filled with regular faculty contract, the holder of the contract may or may not be considered for the tenure track appointment. Should such an appointment be made, the first full-time regular faculty contract will specify the number of years of additional full-time service the person must have before they are eligible to receive tenure.

1.3.0 Research Fellow *(added 05/13/2016 board meeting)*

Normally, research fellows will be appointed at the request of an academic department. The academic department chair will present the request to the academic dean and provide a description of the proposed work of the research fellow, a description of the potential benefits to the college, and the proposed compensation, if any. The department will also provide the vitae of the person nominated and any other materials which might be helpful to the academic dean in making her or his decision.

All research fellow appointments will be communicated in writing, have a defined length of term, include if appropriate academic rank, and provisions and conditions for renewal and termination. The research fellow will submit an annual report of activities to the department chair and academic dean. The report should also include a formal request for reappointment, if appropriate.

In addition to privileges outlined in the contract of hire or letter of agreement, and those listed in Part III Section 1.4.0 (Professors Emeriti) of the Faculty Handbook, other areas of agreement for research fellow include the following:

- Listing by name and title in the college catalog.
- The Senior VP & Academic Dean will provide, as appropriate, letters of introduction or affirmation of status at the institution for the purposes of access to libraries, archives, or other resources needed for research.
- Travel support as negotiated.
- Access to the services of the office of foundation and governmental support for the purpose of obtaining ongoing grant support.

1.4.0 Professors Emeriti *(revised 10/14/2016 board meeting)*

At the end of the academic year in which a faculty member who is at least 55 years of age and has held a full-time appointment at the college for at least ten of the preceding thirteen years retires from teaching, they will be eligible and automatically nominated for emeritus status. The appointment is made by the president of the college upon the recommendation of the academic dean and FPC. If the recommendation of the dean or the decision of the president is negative, the faculty member may appeal the decision to FPC. Notification of appointment to emeritus status shall be sent to the retiring faculty member no later than the end of May during the final year of employment.

Professor emeriti are accorded the following privileges:

- Free admission to campus events to which regular faculty members are admitted free of charge;
- Use of college stationery and limited secretarial service as available;
- Office space when available;
- Use of athletic facilities in accordance with arrangements made for regular faculty members;
- Being kept on college email and mailing lists, including those for the alumni newsletter, the president's reports and other similar publications;
- Invitation to all-college events to which all regular faculty members are invited (for example: convocations, commencement, homecoming events, holiday and wellness events, etc.);
- Continuation of library privileges [Part V, 3.1.0]

SECTION 2: PROCEDURES FOR FORMATIVE REVIEW AND REAPPOINTMENT OF PROBATIONARY, REGULAR FACULTY AND FULL-TIME TERM CONTRACT FACULTY

The review, evaluation and reappointment for all full-time probationary tenure-track faculty and full-time term contract faculty will be conducted using the following procedures. The chair of the department, with the help of a review committee created for the purpose, conducts a **formative** evaluation of faculty in their first, second, and fifth years. FPC conducts the mid-probationary (third-year) review, the tenure review, all promotion reviews, and all post-tenure reviews. All committee members will be held to a high level of confidentiality regarding the process and outcome of the review.

The file created for reappointment described in this section is open to the candidate, the members of FPC, the chair of the department, members of the annual review committee, the academic dean and the president of the college. The documents submitted for the files are the property of the college.

2.1.0 Formative Review

Formative review for full-time regular probationary faculty in years one, two, and five is conducted by the department chair with a committee assembled for the purpose. The formative review normally takes place in the spring of each year.

The two-person review committee consists (when possible) of the department chair; and one tenured faculty member from either within or outside the department. (Note: The role of the department chair is not dependent on tenure; it is then reasonable that a non-tenured department chair will conduct reviews.)

Recognizing that the college is small, situations may arise that are not covered by these procedures (e.g. a three-person department without tenured faculty members or non-tenured department chair up for review). In these situations, FPC and the dean will make the final decision of the makeup of the committee. Information regarding the policy regarding conflict of interest for committee participation may be found on the college's website.

2.1.1 Timing and Procedures

2.1.1.1 The Semester Before a Formative Review

- a. The department chair meets with the person being reviewed and they determine provisional dates of the review. They also discuss possible members of the review committee.
- b. The person being reviewed provides the chair with the names of three possible tenured faculty members from outside or within the department.
- c. The department chair then selects the members of the review committee, finalizes dates of review and informs the person being reviewed.

2.1.1.2 The Semester of a Formative Review

- a. A file is created in the academic dean's office. As part of all regular reviews, the chair of FPC will announce the review. Signed letters will be accepted for the candidates file in the academic dean's office. The letters should address the criteria for reappointment, promotion and tenure as stated in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7. (See Simpson College Faculty Handbook Part VII: Appendix B for details regarding the guidelines.)
- b. A file is created in the academic dean's office to hold these letters. The file includes the candidate's teaching evaluations, and all letters submitted during the process. The candidate will write a self-evaluation and submit a current vita and syllabi for the file. In the first-year formative review, self-evaluations need not address advising or service criteria. The candidate will be permitted to review the file.
- c. Via email, the review committee reviews the conflict of interest policy and organizes class visits.
- d. Each member of the committee sits in on at least one class, individually interviews the candidate, and reviews the file.
- e. If, based on the evidence in the current review, the review committee deems it useful, committee members may consult the file containing formative review material from previous years of the person being reviewed in the academic dean's office.
- f. The review committee meets and discusses the substance of the letter that will summarize its findings. The department chair drafts the formal letter and, after approval by members of the committee, sends it to the candidate. The letter should address the four criteria outlined in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7 on teaching, advising, professional development and service. The letter should focus on the materials gathered through the review process and found in the file.
- g. After the person being reviewed receives the letter, the chair schedules a meeting with the review committee so that the person being reviewed may respond. After the meeting, the review committee may or may not choose to revise the letter as it deems appropriate.
- h. The final formative letter is included in the file of the person being reviewed in the academic dean's office.

2.2.0 Reappointment for Probationary, Regular Faculty and Full-Time Term Faculty

The department chair-conducts a review for the purpose of reappointment of all probationary, regular faculty in their first, second, fourth and fifth years.

- a. The chair writes a letter regarding reappointment. It is based on the formative review. In addition, the chair should seek the opinions of all tenured members of the department regarding the reappointment of the candidate.
- b. The chair will create a letter regarding reappointment of the candidate that summarizes the work of the candidate and the view of the department. In writing the reappointment letter, the department chair is speaking on behalf of the department. In a situation where the view of the department chair is contrary to the others in the department, the chair must clearly delineate her or his opinion from that of other faculty members.
- c. The department chair shares the reappointment letter with the candidate before sending it to the academic dean and allows the candidate a chance to respond. The department chair may or may not revise the letter as they deems appropriate before sending it to the academic dean.
- d. The academic dean makes a recommendation to the president of the college, who makes the final decision.
- e. The academic dean meets with the faculty member to share the final decision regarding reappointment and writes a concluding statement for the file.

A decision against reappointment will be reviewed by the Faculty Grievance Committee upon the written request of the faculty member. The request must be sent to the chair of the Faculty Grievance Committee within 30 days of the faculty member receiving the negative reappointment decision.

SECTION 3: PROCEDURES FOR ANNUAL REVIEW, REAPPOINTMENT, AND CONTRACT TERMINATION OF TEACHING SPECIALIST FACULTY

(revised 02/07/2020 board meeting)

3.1.0 Performance Criteria

Each full-time term contract and teaching specialist position has its own set of performance criteria determined at the time of hire by the department chair, and academic dean. These criteria are included in the contracts issued to fill these positions. They are also listed in the personnel file associated with each contract, which is held in the academic dean's office.

3.1.1 Timing and Procedures for the review

Evaluations are conducted by the department chair and are overseen by the academic dean. These evaluations are intended to provide feedback on performance as well as making a recommendation about reappointment. The review normally takes place in the spring of each year and is based upon the contents of the file held in the academic dean's office.

3.1.1.1 The Semester Before Review

The Academic Dean shall provide the chair of FPC with a list of all candidates for this kind of review. The chair of FPC shall announce these names together with those of faculty undergoing the regular review process. In addition, the department chair shall encourage all tenured members of the department to write letters for the file.

All signed letters shall be filed in the academic dean's office. They should address the criteria established for the position at the time of hire.

3.1.1.2 The Semester of Review

Access to the personnel file is described in Part III, Section 12.1.0. At the beginning of the review process, each file shall include:

- Performance criteria
- Student evaluations
- Signed letters
- The candidate's current vita
- A written self-evaluation from the candidate that addresses performance criteria
- Current syllabi (if the criteria include teaching courses)

In the first-year formative review, self-evaluations need not address advising or service criteria.

The letter from the department chair shall summarize the file and the work of the candidate. In preparation for writing this letter, the chair shall review all of the information in the file and, for positions with teaching responsibilities, visit at least one class. The letter shall include a recommendation regarding reappointment based upon the criteria developed for the specific position. The chair shall share the letter with the candidate. Afterward, the candidate may respond to the chair. Subsequently, the chair may opt to revise the letter. The final draft of the chair's letter is placed in the file in the academic dean's office.

After reviewing all these materials, the academic dean makes a recommendation regarding reappointment to the president of the college, who makes the final decision. After this decision is made, the academic dean meets with the candidate to share the final decision regarding reappointment. Afterwards, the academic dean writes a concluding statement for the file.

3.1.2 Appeals to Faculty Grievance Committee

If a decision is made against reappointment, the candidate may request a hearing by the Faculty Grievance Committee. The candidate must submit such a request to the chair of the Faculty Grievance Committee within 30 days of the meeting with the academic dean described above. The Faculty Grievance Committee's recommendation regarding this appeal goes to the candidate, department chair, academic dean, and president.

3.1.3 Reviews of Teaching Specialist Faculty

- a. After a three-year annual review probationary period (as per Part III Section 3.1.0), department chairs may ask the Faculty Personnel Committee to move teaching specialist instructors in their departments to a three-year rotating review schedule. The Academic Dean and President must approve this transition.
- b. Years 1 and 2: The teaching specialist faculty member shall meet with the department chair to discuss their performance as measured by the criteria established for their position. The department chair shall write a brief summary of the meeting for the instructor's personnel file, which is held in the office of the Academic Dean.

- c. Year 3: A comprehensive review shall be conducted as outlined in Part III Section 3.1.1.1., 3.1.2.

Note that this does not change the employment status of these instructors; they remain on annual contracts.

3.2.0 Contract Termination

Full-time term contracts and teaching specialist faculty hold term contracts. The conditions of employment, including the length of the term of employment are specified in writing at the time of appointment. There is no representation by the college of continuing employment past the date specified in the contract.

- a. Individuals holding these contracts will normally be given notice of their reappointment in writing not later than March 1 of the contract year. If notice is not given by that date, the contract will expire without notice at the date stipulated in the contract.
- b. In the case of gross misconduct or miscarriage of professional responsibility, an incumbent may be terminated at any time during the contract period on thirty days' written notice, or thirty days' pay in lieu of such written notice.

SECTION 4: PROCEDURES FOR MID-PROBATIONARY (THIRD-YEAR) REVIEW AND REAPPOINTMENT *(revised 02/03/2012 board meeting)*

FPC conducts the review for full-time term faculty in their third year and faculty midway to tenure. Normally, this will happen in the third year of appointment for faculty with a six-year probationary appointment. If a faculty member is hired with one or more years of previous service credited towards his/her tenure review, the midway review will take place in the year that is half-way to their tenure year. For example, a faculty member given three years' credit towards tenure would be reviewed in his/her second year of service.

FPC will appoint one of its members to chair the review committee for the faculty member under mid-probationary review. Each faculty member under review will have a different review committee. Whenever possible, FPC member chairing the review committee will not be a member of the division of the faculty member under review.

The file created for mid-probationary review described in this section is open to the candidate, the members of FPC, the members of the review committee, the chair of the department, the academic dean and the president of the college. The documents submitted for the files are the property of the college.

4.1.0 Evaluation Procedures for Faculty Midway to Tenure

4.1.1 Timing and Procedures

4.1.1.1 The Semester Before the Review *(revised 02/03/2012 board meeting)*

- a. The designated FPC member meets with the candidate to determine dates of the review, and membership of the review committee.

- b. The review committee consists of FPC member, the department chair, one tenured faculty member from outside the department. If the faculty member under review is serving as the department chair, a tenured faculty member from the candidate's department (or division, if the department lacks a tenured faculty member) will serve on the review committee. The selection of that tenured faculty member will be made by the Review Committee Chair. The review committee is chaired by FPC member.
- c. The person under review provides the review committee chair with the names of three tenured faculty members from outside the department, one of whom will be asked by the review committee chair to serve on the review committee. If the faculty member under review wants to include an outside evaluator as a part of the review process, they will provide the review committee chair with the names of three faculty members within the discipline at other institutions, one of whom will be asked by the review committee chair to serve as an off-campus evaluator.
- d. If an off-campus evaluator is used, their role will be to provide the review committee an objective evaluation of the faculty member under review using the accepted criteria for tenure and promotion. The evaluation will be based on a review of the materials in the file and evidence gathered during a campus visit. The selection of the outside evaluator and campus visit will be governed by guidelines approved by FPC (see Simpson College Faculty Handbook Part VII: Appendix C).

4.1.2 The Semester of the Review

- a. A file is created in the academic dean's office. As part of all regular reviews, the chair of FPC will announce the review. Signed letters will be accepted for the candidates file in the academic dean's office. The letters should address the criteria for reappointment, promotion and tenure as stated in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7. (See Simpson College Faculty Handbook Part VII: Appendix B for details regarding the guidelines.) FPC chair also announces the deadline for the closing of the file.
- b. A file is created in the academic dean's office to hold these letters. The file includes the candidate's current vita, and all letters submitted during the process. The candidate will write a self-evaluation and submit a current vita and syllabi for the file. The candidate will be permitted to review the file.
- c. Via email, the review committee reviews the conflict of interest policy and organizes class visits.
- d. Each member of the committee sits in on at least one class, individually interviews the candidate and reviews the file.
- e. If an off-campus evaluator is used, the committee chair arranges for the visit of the off-campus evaluator. The evaluator summarizes her or his findings and sends a letter to the review committee for inclusion in the file.
- f. The review committee meets and discusses the substance of the letter that will summarize its findings. The committee chair drafts the formal letter and, after approval by members of the committee, sends it to the candidate. The letter should address the four criteria outlined in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7 on teaching, advising,

professional development and service. The letter should focus on the materials gained through the review process and found in the file.

- g. Once the candidate has received the letter, a meeting with the committee is scheduled so that the faculty member has an opportunity to respond to it. After the meeting, the committee may or may not revise the letter as it deems appropriate.
- h. The letter is submitted to FPC.
- i. FPC reviews the file, meets with the candidate and makes recommendation regarding reappointment for the following year of the faculty member to the academic dean.
- j. The academic dean makes a recommendation to the president of the college, who will then make the decision. The academic dean shares the decisions of FPC, the dean, and the president in a personal meeting with the faculty member and writes a concluding statement for the candidate's personnel file. The concluding statement is shared with the candidate and with within 30 days of the candidate's meeting with FPC.
- k. A decision against reappointment will be reviewed by FPC upon the written request of the faculty member. The request must be sent to the chair of FPC within 30 days of the faculty member receiving the negative reappointment decision.

SECTION 5: PROCEDURES FOR TENURE

FPC conducts the tenure review. Normally, this is in the sixth year of full-time service unless specified otherwise in the faculty member's contract.

The file created for tenure described in this section is open to the candidate, the members of FPC, the chair of the department, the division head, the academic dean, the president of the college, and the board of trustees. The documents submitted for the files are the property of the college.

5.0.0 Procedures for Tenure Review

5.1.0 Timing and Procedures

5.1.1 The Semester Before the Review *(revised 05/20/2022 board meeting)*

- a. The chair of FPC meets with all candidates and outlines the process.
- b. Department Chairs brief the candidate on the expectations for the self-evaluation.
- c. Candidates solicit letters from two tenured colleagues from the College.
- d. Candidates provide the Academic Dean with the names of five tenured faculty members in the same discipline from other institutions as candidates for the outside evaluator.

5.1.1.1 The Semester of the Tenure Review *(revised 05/20/2022 board meeting)*

- a. A file is created in the Academic Dean's office. As part of all regular reviews, the chair of FPC will announce the review. Letters from the Simpson community should address the criteria for reappointment, promotion and tenure as stated in Simpson College Faculty Handbook Part II: Personnel

Policies, Section 7. (See Simpson College Faculty Handbook Part VII: Appendix B for details regarding the guidelines.) FPC chair also announces the deadline for the closing of the file.

- b. The file will contain all materials related to the process, including:
 - General supporting materials
 - the candidate's current vita,
 - the candidate's current syllabi,
 - a self-evaluation, 8 – 10 pages long,
 - one or two artifacts that demonstrate achievement in professional development and scholarship,
 - other letters submitted (not required or solicited)
 - Letters from Simpson faculty
 - A letter from the department chair
 - Three additional letters requested from tenured faculty colleagues. At least one of these colleagues must be outside the department
 - Letters from off-campus
 - a report from an off-campus faculty member within the discipline who has evaluated the candidate on campus, or virtually, if necessary. (For details on outside evaluator report, see Simpson College Faculty Handbook Part VII: Appendix F for guidelines.),
 - the candidate has the option to include up to two additional letters of support requested from off-campus colleagues within the discipline.
- c. Letters should speak to the criteria for promotion listed in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7.
- d. Two members of visit the candidate's classes, offer to meet individually with each of the department's full-time faculty non-letter writers, and interview the candidate.
- e. Upon the closing of the file, FPC meets with the candidate.
- f. A member of FPC drafts the formal letter and, after approval by the members of FPC, sends it to the Academic Dean for placement in the candidate's personnel file. The letter should state the committee's recommendation regarding tenure and address the four criteria outlined in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7 on teaching, advising, professional development and service. The letter should focus on the materials gained through the review process and found in the file. FPC bases its decision on the information collected for the review and the materials contained in the file. FPC may request additional information.
- g. The academic dean makes a recommendation to the president of the college, who makes a recommendation to the board of trustees, who make the decision.
- h. The academic dean shares the decisions of FPC, the dean, the president, and the board of trustees with the faculty member in a personal meeting and writes a concluding statement for the candidate's personnel file. The concluding statement is shared with the candidate and with FPC.
- i. A decision against tenure will be reviewed by the Faculty Grievance Committee upon the written request of the faculty member. The request must

be sent to the chair of the Faculty Grievance Committee within 30 days of the faculty member receiving the negative reappointment decision.

SECTION 6: PROCEDURES FOR PROMOTION

6.1.0 Eligibility for Promotion is Determined by the Policies Outlined in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7.

The file created for promotion described in this section is open to the candidate, the members of FPC, the chair of the department, the academic dean, the president of the college, and the board of trustees. The documents submitted for the files are the property of the college.

6.1.1 Timing and Procedures

6.1.1.1 The Semester of the Review (*revised 05/15/2020 board meeting*)

- a. A file is created in the academic dean's office. As part of all regular reviews, the chair of FPC will announce the review. Signed letters will be accepted for the candidates file in the academic dean's office. The letters should address the criteria for reappointment, promotion and tenure as stated in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7. (See Simpson College Faculty Handbook Part VII: Appendix B for details regarding the guidelines.) FPC chair also announces the deadline for the closing of the file.
- b. The file will contain all materials related to the process, including,
 - General supporting materials
 - the candidate's current vita,
 - the candidate's current syllabi,
 - a self-evaluation,
 - one or two artifacts that demonstrate achievement in professional development and scholarship,
 - other letters submitted (not required or solicited)
 - Letters from Simpson faculty
 - two letters requested from faculty colleagues in regular appointments on campus,
 - Letters from Off-Campus
 - i. the candidate has the option to include two letters requested from off-campus colleagues within the discipline-(See Simpson College Faculty Handbook Part VII: Appendix B for guidelines.)
- c. Letters should speak to the criteria for promotion listed in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7.
- d. Two members of visit the candidate's classes, offer to meet individually with the department's full-time faculty non-letter writers, and interview the candidate.
- e. Upon the closing of the file, FPC meets with the candidate.
- f. FPC bases its decision on the information collected for the review and the materials contained in the file. FPC may request additional information from the candidate.

- g. FPC makes a recommendation to the academic dean. The academic dean makes a recommendation to the president of the college, who makes the decision.
- h. The academic dean shares with the faculty member the decisions of FPC, the dean, and the president in a personal meeting and writes a concluding statement for the candidate's personnel file. The concluding statement will be shared with the candidate and with FPC.
- i. A negative decision may be reviewed by the Faculty Grievance Committee upon the written request of the faculty member. The request must be sent to the chair of the Faculty Grievance Committee within 30 days of the faculty member receiving the negative reappointment decision.

6.2.0 Procedures for Promotion to Associate Professor at the Time of Tenure

- a. Faculty members nominated for tenure while at the rank of assistant professor are automatically nominated for promotion to associate professor.
- b. The procedures for tenure outlined in Simpson College Handbook Part III: Personnel Procedures, Section 5 will be used for determining the promotion to associate professor.
- c. The decision to recommend promotion to associate professor is separate from and is contingent upon the granting of tenure.
- d. Normally, FPC bases its decision to recommend promotion to associate professor solely on the information collected for the tenure review. When it deems it appropriate, FPC may seek additional information to augment that collected for the tenure review.

SECTION 7: PROCEDURES FOR POST-TENURE REVIEW

Tenured faculty (unless otherwise evaluated for promotion) will be evaluated every sixth year of service.

7.1.0 Timing and Procedures for Post-Tenure Review

7.1.1 The Semester Before the Post-Tenure Review

- a. The chair of meets with all candidates and outlines the process.
- b. Candidates solicit letters from two tenured colleagues from the College.

7.1.2 The Semester of the Post-Tenure Review

- a. A file is created in the Academic Dean's office. As part of all regular reviews, the chair of FPC will announce the review. FPC chair also announces the deadline for the closing of the file.
- b. Letters from the Simpson community should indicate any strengths and/or weaknesses relative to the criteria stated in Simpson College Faculty Handbook Part II: Personnel Policies, Section 7. Letters should acknowledge the candidate's contributions and encourage and assist them in the areas of teaching, advising, professional development, and campus service. Writers are asked to provide a review of the candidate's contributions and to lay out any suggestions of ways that they may engage in positive and effective self-improvement. Writers should review their evaluation with the candidate prior to sending it to the dean's office.
- c. The file will contain all materials related to the process, including:

- General supporting materials
 - the faculty member's current vita,
 - the faculty member's current syllabi,
 - a self-evaluation, 8 – 10 pages long,
 - student evaluations from the past three years,
 - one or two artifacts that demonstrate achievement in professional development and scholarship,
 - a post-sabbatical report and letter from FPC, if the faculty member has had a sabbatical since the last FPC review
 - other letters submitted (not required or solicited)
 - Letters from Simpson faculty
 - two letters requested from tenured faculty colleagues
 - a letter from the department chair. If the evaluated faculty is a chairperson, a tenured member of the faculty (from within the same department as the faculty member under review, if possible) should be invited to serve as peer evaluator, in addition to the two faculty members from outside the department.
 - Optional materials
 - Letters from outside collaborators
 - Letters from off-campus colleagues within the discipline
 - Copies of grant proposals
- d. Upon the closing of the file, FPC meets with the candidate.
- e. A member of FPC drafts the formal letter and, after approval by the members of FPC, sends it to the candidate. Any areas of **major** concern are submitted by FPC to the Dean and the Department Chair for ongoing oversight. In this instance, FPC will provide a list of action items for the candidate to fulfill and will schedule a meeting the following year to evaluate the candidate's success in meeting those obligations, before making further recommendations to the Dean.
- f. If areas of major concern and action items are submitted to the Dean and Department Chair for ongoing oversight, the candidate may seek review by the Faculty Grievance Committee. A written request for appeal must be sent to the chair of the Faculty Grievance Committee within 30 days of the faculty member receiving the negative reappointment decision.

SECTION 8: PROCEDURES FOR SABBATICAL REVIEW

8.1.0 Sabbatical Leave *(revised 02/04/2011 board meeting)*

As time and resources allow, all tenured faculty with at least six years of service at Simpson College, regardless of rank and including the president of the college and the deans of the college, who have not recently had extensive leave on any basis, may apply for sabbatical leave during the following academic year, subject to the following conditions:

- Application has been made by the third Friday in September prior to the intended sabbatical year.
- The applicant will have completed six years of full-time service on the Simpson faculty by the date of the sabbatical.
- The sabbatical proposal has been determined to meet adequate standards consistent with responsibilities of the application and the needs of the college, and

has been approved by the president and the board of trustees after consultation with the faculty member, head of the department, dean for academic affairs, and the faculty personnel committee.

All such leaves shall be subject to the following options and conditions:

- The faculty member is expected to file a written report of the sabbatical accomplishments and activities with the dean's office and the faculty personnel committee within sixty days of the terminal date of the leave.
- The faculty member is expected to return to teaching duties at Simpson for at least one year following the sabbatical, unless the faculty member and the college have mutually agreed to an understanding contrary to this expectation.
- A sabbatical leave may be granted for either a fall or spring semester with full salary, or for a full year at one-half salary.
- Semester sabbatical leaves may include the May term upon application, provided such a leave does not involve release from more than one-half of the normal twenty-four semester hour yearly teaching load requirement.
- Sabbatical leave periods count toward the requirements for promotion to the next academic rank.
- Staff health and life insurance benefits continue. Retirement benefits are based upon actual compensation during the sabbatical period.

After a sabbatical leave, a faculty member or administrator (as defined above) may, after six years of full-time service at Simpson, become eligible again for a sabbatical leave. A leave of absence (see below) does not count toward eligibility for a sabbatical leave. Once one is eligible for a sabbatical leave, the eligibility is sustained annually until one undertakes the sabbatical leave.

8.2.0 Leaves of Absence

The college administration and trustees endeavor, whenever possible, to grant leave of absence without pay upon request, but the time spent on the leave usually shall not count toward the time necessary for earning tenure and/or promotion. Staff benefits usually do not continue during a leave of absence. Medical insurance coverage, however, may be negotiated with the college administration.

Leaves of absence with partial pay may be granted if the circumstances warrant this action, but the time spent in this status usually shall not count toward the time required for tenure and/or promotion.

SECTION 9: PROCEDURES FOR RESOLVING GRIEVANCES OTHER THAN SALARY, ALLEGED DISCRIMINATION AND SEXUAL HARASSMENT

A faculty member who has a grievance about any matter other than alleged discrimination or sexual harassment may petition FPC for redress. Faculty with grievances regarding alleged discrimination or sexual harassment should contact the academic dean or the human resources office. A faculty member with a grievance about salary should consult Simpson College Faculty Handbook Part III: Personnel Procedures, Section 10.

The petition will set forth in detail the nature of the grievance and will state against whom the grievance is directed. It will contain factual data or other material that the petitioner deems pertinent to the case. FPC will determine whether the petition warrants a complete inquiry or whether the petition should be dismissed.

If FPC decides that the case merits full consideration, it will first attempt informally through conversations with both parties to resolve the matter to the satisfaction of all parties directly involved.

If the grievance is not resolved informally, the committee will conduct a hearing. The hearing will be conducted by rules established by FPC for each individual circumstance. If appropriate, findings and recommendations for disposition will be reported by FPC to the parties immediately involved, and with the concurrence of all parties, to the faculty and the administration.

The decision may be appealed to the academic dean, and then to the president, and ultimately the board of trustees, if they are not party to the original grievance.

SECTION 10: PROCEDURES FOR GRIEVANCES CONCERNING SALARY

The complainant shall file a written grievance with the dean for academic affairs within seven days of the receipt of the contract letter. The grievance shall outline the nature of the complaint and may contain such factual or other information that the complainant wishes to include. The complainant may also request that they be allowed to make a personal presentation to the dean. The dean shall grant this request as expeditiously as possible.

Within seven days after the grievance has been filed, the dean for academic affairs shall respond in writing to the complainant. A copy of the dean's report and recommendation shall be sent to the president of the college.

After receiving the report of the dean, the complainant, within five days, may file a written appeal with the president of the college. Either the complainant or the president may request a meeting concerning the grievance. The president shall respond in writing to the appeal within fourteen days of its filing.

The period for accepting or rejecting the contract shall extend until the grievance process has been completed.

The grievance and all replies to it shall become a part of the complainant's permanent personnel file at Simpson.

SECTION 11: PROCEDURES FOR APPEALING MINOR AND SEVERE SANCTIONS OTHER THAN DISMISSAL

A faculty member who believes a minor or a severe disciplinary sanction, other than dismissal, has been levied inappropriately against them by the administration may petition FPC for redress.

The petition will set forth in detail in what way the faculty member believes the sanction is inappropriate and will state how the matter might be redressed. It will contain factual data or other material which the petitioner deems pertinent to the case. FPC will determine whether the petition warrants a complete inquiry or whether the petition should be dismissed.

If FPC decides that the case merits full consideration, it will first attempt informally through conversations with both parties to resolve the matter to the satisfaction of all parties directly involved.

If the matter is not resolved informally, the committee will conduct a hearing. The hearing will be conducted by rules established by FPC. If appropriate, findings and recommendations for disposition will be reported by FPC to the parties immediately involved, and with the concurrence of all parties, to the faculty and the administration.

The decision may be appealed to the academic dean, then to the president, and ultimately to the board of trustees, if they are not party to the original grievance.

SECTION 12: FACULTY PERSONNEL FILES *(revised 10/14/2016 board meeting)*

12.1.0 Fulltime Faculty Personnel Files

Personnel files (as defined by Iowa statute) created and held by Simpson College on an individual fulltime faculty member are available for review by the individual. The personnel files covered by Iowa statute include the personnel file kept in the human resources office and the personnel file kept in the academic dean's office. Confidential recommendations received at the time of hiring may be excluded from review.

12.1.1 Faculty Personnel Committee Files

FPC files are created for the purpose of mid-probationary review, tenure and promotion and are kept in the academic dean's office. The content of these files is specified in the Faculty Handbook, Part III Sections 4 through 6.

12.1.2 Access to FPC files

Access to FPC files is strictly limited to the following:

- the individual faculty member
- members of the Faculty Personnel Committee
- the academic dean and the dean's administrative assistant
- the president of the college
- the faculty member's department chair
- members of any review committee formed for the purpose of faculty evaluation, tenure and promotion

12.1.3 Formative Review Files for Full-Time Faculty

Formative review files are created for the purpose of providing formative feedback to the faculty member. The contents of these files is specified in the Faculty Handbook, Part III, Sections 2 and 3. Access to these files is strictly limited to the following:

- the individual faculty member
- the academic dean and the dean's administrative assistant

- the president of the college
- the faculty member's department chair
- members of any review committee formed for the purpose of faculty evaluation

12.1.4 Course Evaluations

Students are asked to complete course evaluations for each course they take. Access to the course evaluations is provided to the individual faculty member and the faculty member's department chair. Program directors have access to course evaluations of courses taught with the program's designation (e.g., HONR, SC, SEA).

Because course evaluations are included as part of formative review files, members of the formative review committee have access to course evaluations. Because course evaluations are included as part of post-tenure review files, FPC has access to course evaluations.

Course evaluations will not be considered in mid-probationary, tenure, and promotion reviews unless the faculty member under review explicitly opts to include evaluations from specific courses in their files. The decision to exclude course evaluations from the review materials will not be construed as a negative factor.

12.2.0 Part-time Faculty Personnel Files

Personnel files (as defined by Iowa statute) created and held by Simpson College on an individual part-time faculty member are available for review by the individual. The personnel files covered by Iowa statute include the personnel file kept in the human resources office and the personnel file kept in the academic dean's office. Confidential recommendations received at the time of hiring may be excluded from review.

The personnel file, kept in the office of the dean of continuing and graduate programs is created for the purpose of evaluation, retention, and renewal. Access to these files is strictly limited to the following:

- the individual faculty member
- the academic dean and the dean's administrative assistant
- the dean of continuing and graduate programs
- the president of the college
- the faculty member's department chair

The files described above and their contents are the property of the college.

Faculty under review may share materials they wrote for the file with others; however, they may not distribute or show other materials (e.g., letters written by others) to anyone else. Other faculty with access to review files may not distribute or show the materials to anyone else.

For the benefit of faculty members who are writing self-evaluations, FPC may share well-written self-evaluations as examples only with the permission of the original author.

SECTION 13: PROCEDURES FOR DISCONTINUANCE OF ACADEMIC PROGRAMS AND MAJORS *(revised 05/15/2020 board meeting)*

13.1.0 Procedures for Reduction and Discontinuance of Academic Programs and Majors in Conditions Other Than Financial Threat or Exigency

13.1.1 Academic Program and Major Reduction and Discontinuance

The college through its administration adds resources to academic programs and departments for the purpose of strengthening the college and enhancing the student experience. So too, the college has the authority to reallocate funds from one academic program to another. This is done through direct reallocation, i.e., funds are taken from one program and added to another program. It also may be done by not adding resources as costs increase or it might be done by not refunding a vacant position. Generally, this is done in negotiation directly with the impacted department.

13.1.2 Planned Reduction in Program Funding

In the case of a planned reduction in resources (program or personnel), if removing funding is such that it jeopardizes the quality or viability of a faculty approved program or academic major, it is incumbent upon the administration to bring the matter to the Curriculum Committee for review. The administration will also provide a timetable for the resolution of the matter. The impacted department or program will have the right to a hearing by the Curriculum Committee regarding the matter. Should the Curriculum Committee disagree with the decision of the administration, the Curriculum Committee may seek a hearing before the Learning Programs Committee of the board of trustees, or its designees. The decision of the Learning Programs Committee is final.

Should the planned reduction in program funding result in terminating academic staff positions, non-tenured faculty, tenure-track faculty, or tenured faculty, the Faculty Personnel Committee will be notified. The college will use the termination procedures outlined in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 6. The role of the Faculty Personnel Committee will be to make sure that the termination procedures have been followed. Tenured faculty members impacted by planned reduction in program funding will have the right of appeal using the procedures outlined in the Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 13.3.0.

13.1.3 Elimination of a Major, Program or Academic Department

In the case of a planned elimination of a major, program, or department, the administration will present its plan, including a timetable for action, to the Curriculum Committee. The impacted department will have the right to a hearing by the Curriculum Committee. If the Curriculum Committee agrees with the proposal, it will send it with a positive recommendation to the full faculty for a vote. If the Curriculum Committee does not agree with the proposal, it will send it to the full faculty without recommendation for a vote. If a majority of faculty agrees with the plan, it will be implemented. If a majority of faculty does not agree with the plan, the matter will be referred to the board of trustees, or its designee for a decision. The decision of the board will be final.

Should the reduction plan include terminating academic staff positions, non-tenured faculty, tenure-track faculty, or tenured faculty, the Faculty Personnel Committee will be

notified. All contract termination processes outlined in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 6 will be followed. Tenured faculty members impacted by planned reduction in program funding will have the right of appeal using the procedures outlined in the Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 13.3.0.

13.2.0 Procedures for Retrenchment Under Conditions of Financial Threat and Financial Exigency

13.2.1 Retrenchment Under Conditions of Financial Threat

In the case of a perceived financial threat to the college and the belief that a declaration of retrenchment is warranted, the President will present the evidence of the financial threat to the faculty's Faculty Council for review and discussion. The administration will also provide a timetable for the resolution of the matter.

If the Faculty Council agrees by majority vote that a financial threat exists and that the threat warrants retrenchment, the President will declare that a retrenchment situation exists and put into effect the procedure outlined in the Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 13.2.3. The President will also provide the Faculty Council with an estimate of when the retrenchment period will end. This may be a specific date, or a specific condition. For example, retrenchment may end at the end of a budget year or upon two consecutive years of balanced budgets.

If the Faculty Council does not agree that a financial threat exists or that the threat does not warrant retrenchment, it will state its case in writing to the President and ask that the matter be reconsidered. Upon review, if the President does not agree with the Faculty Council in its assessment of the situation, they will provide the Faculty Council their rationale. If the Faculty Council does not agree with the President's assessment, the Faculty Council has the opportunity to request a hearing of the College Board of Trustees or its designee. The decision of the College Board of Trustees is final.

13.2.2 Process to Address the Financial Threat

When the Faculty Council and the President agree that a financial threat exists, and that it demands retrenchment, and that cuts in the academic program and/or staffing budget must be made, the President will ask the faculty to elect a special committee consisting of one tenured faculty member from each academic division of the college and two at-large representatives of the faculty to advise them about reducing the academic program. The President will provide the special committee with an estimate of the amount that must be cut from the academic budget and any recommendations it may have for reductions in the academic program to address the financial threat. The administration will also provide a timetable for the resolution of the matter.

The special committee will review the information and recommendations from the administration and use its discretion to make its own recommendations to cut the academic budget to the level required. The special committee will have the authority to seek and gather additional information from college offices outside of the academic affairs division and meet with other members of the faculty to develop its proposal. Maintaining the overall quality of the academic program and the needs of current students will remain paramount.

The special committee will consult with appropriate members of the faculty, including the division heads, department chairs and committees as necessary. Departments impacted by the recommendations of the special committee may appear before the special committee to appeal.

If the administration disagrees with the recommendations from the special committee, it will work to resolve the differences. If this is not possible, the special committee will have the opportunity to request a hearing of the College Board of Trustees or its designee. The decision of the College Board of Trustees is final.

Should the reduction plan include terminating academic staff positions, non-tenured faculty, tenure-track faculty, or tenured faculty, the Faculty Personnel Committee will be consulted. All contract termination processes outlined in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 6 will be followed. Tenured faculty who are impacted by the reduction have the right to appeal under the Simpson College Handbook, Part III: Personnel Procedures, Section 13.3.0.

13.2.3 Retrenchment Under Conditions of Financial Exigency

In the case of a perceived financial exigency to the college and should the President believe that a declaration of retrenchment is warranted, the President will present the evidence of the financial exigency and the administration's plan and timetable to address the financial exigency to a joint meeting of the faculty's Faculty Council and the Curriculum Committee for review and discussion.

If a majority of the Faculty Council and Curriculum Committee members casting votes agree a financial exigency exists and that the situation warrants immediate retrenchment, and the plan presented by the President is appropriate, the President will put into effect the plan provided the Faculty Council and Curriculum Committee.

If a majority of the members of Faculty Council and Curriculum Committee do not agree with the President that a financial exigency exists or that the exigency warrants retrenchment, or that the President's plan is appropriate, it will state its case in writing to the President and ask that the matter be reconsidered. Upon review, if the President does not agree with the members of the Faculty Council and Curriculum Committee in their assessment of the situation, they will provide the Faculty Council and the Curriculum Committee his or her rationale. If a majority of the members of the Faculty Council and Curriculum Committee do not agree with the President's assessment, the members of the Faculty Council and the Curriculum Committee will have the opportunity to request a hearing before the College Board of Trustees or its designee. The decision of the College Board of Trustees is final.

Departments impacted by the recommendations of the administration may appear before the members of Faculty Council and the Curriculum Committee to appeal.

Should the reduction plan include terminating academic staff positions, non-tenured faculty, tenure-track faculty, or tenured faculty, the Faculty Personnel Committee (FPC) will be consulted. All contract termination processes outlined in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 6 will be followed. Tenured

faculty members impacted by planned reduction in program funding will have the right of appeal using the procedures outlined in the Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 13.3.0.

FPC will review the plan to terminate the positions to make sure all appropriate Handbook policies with regard to appropriate notice have been followed and bring any concerns to the attention of the President. If the issues are not resolved, FPC will have the opportunity to request a hearing before the Board of Trustees or their designee. The decision of the College Board of Trustees is final.

13.3.0 Appeal Procedure for Tenured Faculty Affected by Retrenchment

13.3.1 Appeal to the Faculty Personnel Committee

Any tenured faculty member under the threat of termination for reasons of retrenchment will have the right to appeal to the Faculty Personnel Committee. After hearing the appeal, the Faculty Personnel Committee will make a recommendation to the President.

13.3.2 Appeal to the Board of Trustees

Any tenured faculty member whose appointment is terminated by using the procedures identified in Section 13.1.2, Section 13.1.3, and Section 13.2.0, will be given the right to appeal such action to the Learning Programs Committee of the Board (LPC), or its designee, provided they initiate such an appeal within a thirty-day calendar period following notification of such termination.

The request for such an appeal should be given in writing to the president of the college within the period indicated above. The president will in turn make arrangements for the hearing of such an appeal before the LPC to be held within a period not to exceed thirty calendar days following the request.

The faculty member may place before the LPC any data pertinent to his or her appeal and may have one advisor or representative present. The faculty member will have the ability to call witnesses.

Having studied the appeal, LPC will make the final decision.

13.3.3 Reassignment

In the event that a tenured faculty member's appointment is to be terminated, the administration of the college will make every effort to place the faculty member in a suitable position elsewhere in the college. The college will provide reasonable re-training and/or financial assistance to help prepare for a reassignment at the college.

13.3.4 Assistance in Relocation

In the event retention of a tenured person is not possible, the administration of the college will provide assistance to such a person in securing a position in another college or university, or in a non-collegiate structure. These same services may be extended to persons on probationary or non-tenured contracts.

13.3.5 Notice of Termination

In all cases previously agreed upon, guidelines of notice of termination of contract will be followed (at least three months' notice in the first year of appointment, or by March 1; at least six months' notice in the case of second year appointment or by December 15; and at least one year's notice or by May 31 before the termination date of the appointment for those who have completed a minimum of two years).

SECTION 14: PROCEDURES FOR THE REVIEW OF PART-TIME ADJUNCT FACULTY *(revised 02/08/2019 board meeting)*

Department chairs are responsible for the regular review of part-time adjunct faculty members who teach face-to-face and online classes within their department. This should include class observations, review of student evaluations of teaching and discussion about performance. Normally, the review of part-time adjunct faculty will be conducted by the department chair. The department chair may delegate this responsibility to another full-time member or ask that another full-time member of the department participate in the review process. In extraordinary cases, the part-time faculty member may ask the academic dean (for the day program) or the Dean of Continuing, Graduate & Online Programs (for the continuing and graduate program) to have someone other than the department chair conduct the review.

Each semester, the department chair or her/his designee will review each part-time adjunct faculty member's student evaluations of teaching and take appropriate action as is warranted regarding the continued performance of the part-time faculty member. In addition to regularly reviewing student evaluations of teaching, department chairs are encouraged to regularly observe the classes of part-time faculty, including those classes taught online.

The Dean of Continuing, Graduate & Online Programs will also review the student evaluations of teaching of all part-time faculty members and bring to the attention of the department chair any concerns they might have about faculty performance.

All part-time adjunct faculty members will have a comprehensive review by their department chair or her/his designee in the first semester and their sixth semester of teaching at the college. The review will consist of an in-class observation, review of student evaluations of teaching, and a face-to-face conversation. For online courses, a review of the online course using an online course quality rubric will substitute for the in-class observation portion of the review. At the conclusion of the review, the person conducting the review will create a letter summarizing the performance of the faculty member, including any recommendations for improvement. Within two weeks of completing the review, a copy of the letter is sent to the faculty member and to the Dean of Continuing, Graduate & Online Programs for review and inclusion in the faculty member's file.

After the sixth semester review, part-time faculty members are eligible for an increase in stipend. The department chair will make this recommendation to the Dean of Continuing, Graduate & Online Programs.

SECTION 15: AMENDMENT PROCEDURES

An individual faculty member or group of faculty members may propose an amendment to the Faculty Personnel Procedures. An amendment must be presented to the faculty at one regular faculty meeting and voted on at the next regularly scheduled faculty meeting. Amendments must be submitted to the Handbook Committee, and the Handbook Committee will coordinate the presentation and vote on the amendments. Amendments must be approved by a majority vote of the faculty. Amendments to the Personnel Procedures must then be approved by the board of trustees of Simpson College or their designee. Approved amendments to the Personnel Procedures will go into effect at the start of the next academic year, unless a different effective date is approved by a two-thirds majority vote of the faculty.