FOURTH/FIFTH YEAR FACULTY FORMATIVE REVIEW SCHEDULE 2023-2024

\*DEADLINES ARE SUBJECT TO CHANGE DUE TO CIRCUMSTANCES

*(Faculty Handbook Part III, Section 2)*

Candidates for review: Judex Hyppolite (4th yr); Adrienne Gathman & Amanda Martens (5th yr)  
  
\*Candidate will be required to upload their materials to Interfolio.

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| **Deadlines** |  | **Pre-Review** |
| 09/08/2023 |  | **Department Chair** meets with faculty member to review handbook policies and procedures, determine provisional dates of the review, and discuss possible members of the review committee. |
| 09/15/2023 |  | **Candidate** being reviewed provides the chair with the names of (3) possible tenured faculty members from outside the department and up to (3) tenured faculty members from within the department. |
| 09/22/2023 |  | **Department Chair** select the members of the review committee, including: 1 tenured from inside dept., 1 tenured from outside dept. (*if tenured person is not available in the dept., 1 tenured from the division*), finalize dates of review, and inform the candidate being reviewed. This information is  submitted to the dean’s office and to the chair of FPC. |
| 10/06/2023 |  | **Review Committee** meets by this date. |
| 10/06/2023 |  | **Candidate** must submit self-evaluation, current vita, syllabi, and any other supporting material for the file. Teaching evaluations for the candidate will be entered by the dean’s office into the candidate’s file. |

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| **Deadlines** |  | **Review** |
| 10/06/2023 |  | File closed. All materials to be used in the review should be in the file. |
| 10/27/2023 |  | **Review Committee** has reviewed the file, observed at least one class, and met with the candidate. |
| 11/03/2023 |  | **Review Committee** discusses the substance of their findings and summarizes it for the letter.  **Department Chair** drafts the formal letter. |
| 11/17/2022 |  | **Department Chair** has drafted the formal formative letter to the faculty member, has received approval from the committee, and has sent the letter to the candidate. |
| 12/01/2023 |  | **Review Committee** has met with the candidate. After the meeting, the review committee may or may not choose to revise the letter as it deems appropriate. |
| 12/08/2023 |  | **Department Chair** sends final formative letter to the academic dean’s office to be placed in the file. |

REAPPOINTMENT SCHEDULE FOURTH/FIFTH YEAR FACULTY

***The process for reappointment is described in the*** [***Faculty Handbook***](https://simpson.edu/internal/faculty-resources-home-page/faculty-handbook)***, Part III, Section 2.2.0.***

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| 02/16/2023 |  | **Department Chair** shares the reappointment letter with the candidate then submits reappointment letter to the division head for review. |
| 02/23/2023 |  | **Division Head** writes and submits a letter affirming or questioning the decision of the department chair along with the letter from the department chair to the dean’s office. |