**2024-25 MID-PROBATIONARY REVIEW SCHEDULE***\*DEADLINES MAY CHANGE TO DUE TO CIRCUMSTANCES*

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| **FACULTY:** | **FPC REVIEWER:** | **COMMITTEE: (Div. Head, Dept. Chair & (1) tenured faculty from outside the department)** |
| Jon Arnold (TT) |  |  |
| Jed Forman (TT) |  |  |
| Jordan Holub (TT) |  |  |
| Kara Raphaeli (TT) |  |  |
| Mark Ruelas (TT) |  |  |

[Faculty Handbook](https://simpson.edu/internal/faculty-resources-home-page/faculty-handbook): Part III, Personnel Procedures, Section 4: Procedures or Mid-Probationary (3rd-Year) Review and Reappointment

Also refer to the Faculty Handbook, Part VII: Appendix C: Guidelines for Mid-Probationary Review

**\***Candidates will be required to upload their review materials to Interfolio

**Mid-Probationary Timeline:**

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| November 2024 | January 2025 | February 2025 | March 2025 | April 2025 |
| Due by **November 15**:  Submit (3) names.  FPC review chair will choose (1) tenured faculty member from outside the department (**this is not optional**)  \*Off-campus reviewer is optional. | Due by **January17**:  -Self-evaluation -C.V.  -Syllabi  -Other supporting materials | Review Committee members sit in on at least one class by **February 14**.  File closed by **February 14**. (If there is an outside reviewer, their letter is also due by the 14th)  Interview candidate and review file by **February 28**. | Formal letter drafted by the FPC Chair of Review Committee by **March 7**.  Letter is reviewed by committee and forwarded to the candidate by **March 14**.  Meeting of Review Committee with candidate before **March 28**. | Final version of formal letter is submitted to FPC and the candidate by **April 4**.  FPC meets with the candidate by **April 18**.  FPC passes recommendation on to the dean by **April 25**.  Dean meets with candidate by **May 16**. |

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