**2024-25 PROMOTION/TENURE REVIEW SCHEDULE**

*\*DEADLINES MAY CHANGE DUE TO CIRCUMSTANCES*

|  |  |  |  |
| --- | --- | --- | --- |
| **REVIEW:** | **FACULTY:** | **FPC REVIEWERS: (2)** | **LETTER WRITERS (Dept. Chair & Tenured Fac)** |
| Assoc & Tenure | Adrienne Gathman | Sal Meyers and Mark Brodie | Denise Leifker |
| Assoc & Tenure | Amanda Martens | Chad Timm and Jacy Downey | Ryan Rehmeier |
| Full Professor | Matthew Lau | Sal Meyers and Mark Brodie | Don Evans/Mike Eckerty |
| Full Professor | Mark Siebert | Chad Timm and Jacy Downey | Brian Steffen |

(FPC Reviewers; please remind your candidates to contact their letter writers.)

[**Faculty Handbook**](https://simpson.edu/internal/faculty-resources-home-page/faculty-handbook)**: Part III, Personnel Procedures, Section 5: Procedures for Tenure; Section 6: Procedures for Promotion**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| September 2024 | October 2024 | November/December 2024 | January 2025 | February 2025 |
| By **Friday,** **September 20**:  -Candidate submits 2 colleague names (other than letter writers)  -Required off-campus letter writers  -Self-evaluation  -C.V.  -Syllabi  -Other supporting materials | Two members of FPC sit in on the candidate’s classes by **Wednesday, October 16.**  All letters from letter writers are due by **Friday, October 25**.  File closed by **Thursday, October 31**. | FPC reviews file, meets with candidate, and makes recommendation to the dean by **Friday,** **November 15**.  The dean meets with the candidate after FPC meets with them, then submits both his and FPC’s recommendations to the president by **Friday, November 22**.  Dean meets with candidate by **Friday,** **December 5 to share results.** | The candidate(s) promo and tenure status to be voted on by the Learning Programs Committee (LPC). Date to be determined. | The candidate(s) promo and tenure status to be voted on by the full Board of Trustees. Date to be determined.  Following the Board of Trustees meeting, the Dean will meet with the candidate(s) to inform them of the decision. |

**Promotion/Tenure Candidate Timeline:**