

**2023-2024 POST TENURE REVIEW**  
**\*DEADLINES MAY CHANGE DUE TO CIRCUMSTANCES**  
 (Every five years after tenure is granted)

**Candidates for review in 2023-2024: Amy Doling, Mark Freyberg, Becca Livingstone, and Judy Walden**

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

Deadlines	Pre-Review
01/12/2024	<b>Candidate:</b> Notify the dean’s office of your three letter writers. If you are a dept. chair, select at least two tenured peers from the Simpson faculty (please select one from within your department if possible). If you are not a dept. chair, select at least two tenured Simpson Faculty members AND your Department Chair.
01/31/2024	<b>Candidate</b> must submit self-evaluation, current vita, syllabi, and any other supporting materials. The past three years of teaching evaluations for the candidate will be entered by the dean’s office into the candidate’s file.
03/01/2024	Letters are due to the dean’s office. Letter writers include <b>two peers</b> and the <b>Department Chair</b> . If the candidate is the Dept. Chair, they will select two tenured peers. Letters should acknowledge the candidate’s contributions and to encourage/assist her/him in the areas of teaching, advising, professional development, and campus service. Please indicate any strengths and/or weaknesses relative to the objectives stated in the handbook. You are asked to provide a review of his/her contributions and to lay out any suggestions of ways that he/she may engage in positive and effective self-improvement. Please review your evaluation with the candidate prior to sending it to the dean’s office.
04/05/2023	The FPC review process usually includes an interview with the <b>candidate</b> during/after the evaluation process. Upon completion of the process, FPC’s concerns and recommendations shall be forwarded to the academic dean and candidate. The academic dean may, at their discretion, respond to FPC and the faculty member regarding the review.

**Faculty Handbook, Part III, Section 7: Procedures for Post-Tenure Review** (revised 10/14/16 board meeting)

Tenured faculty (unless otherwise evaluated for promotion) will be evaluated by the same instruments and procedures every fifth year of consecutive service. Tenured faculty will be evaluated using:

- a self-evaluation (addressing teaching, advising, professional development, and service to the college)
- two peer evaluation letters,
- chairperson’s or other designated supervisor’s evaluation letter
- an interview with FPC

The goals and objectives to be addressed in the self-evaluation materials are stated in Simpson College Faculty Handbook Part II: Personnel Policies Section 7. Student evaluations along with any other supporting documentation may be included in the self-evaluation sent to the chairperson or other designated supervisor, the FPC, and the academic dean. Other appropriate supporting documentation might include a post-sabbatical report and the resulting letter from FPC, copies of grant proposals, letters from outside collaborators, etc. Supervisors will meet with the faculty to discuss the criteria addressed. Chairpersons’ evaluations are presented to the FPC, the dean and the evaluated faculty. Peer evaluations are required by at least two persons nominated by the faculty member being evaluated. The peer evaluations are to assist the faculty member in continuing to pursue professional development and improve performance.

If the evaluated faculty is a chairperson, at least two tenured peers from the Simpson College faculty (one of whom should be from within the same department as the faculty member under review, if possible) should be invited to serve as peer evaluators.