

**SIMPSON COLLEGE FACULTY HANDBOOK
PART VII: APPENDIX C**

GUIDELINES FOR MID-PROBATIONARY (THIRD-YEAR) REVIEW

The purpose of the mid-probationary review is to provide the candidate and the institution with an evaluation of her or his work midway to the tenure year. The review is conducted from the department's perspective, and the institution's perspective. The review is both formative and summative. A key purpose of the review is to provide the candidate with an objective assessment with regard to performance against the criteria established for tenure. By involving the FPC and the optional use of an off-campus evaluator, the third-year review is an opportunity for the candidate to become aware where he or she is succeeding against the criteria for tenure in time to address any outstanding issues before tenure, should it be necessary.

At the same time, a formal recommendation will also be made concerning reappointment for the following year. It should be noted that the mid-probationary review is not a mini-tenure review. It is a snapshot of the work of the candidate midway to the decision to tenure. The probationary period preceding tenure is just that, a probationary period when the tenure-track faculty member has the opportunity to establish herself or himself as teacher, advisor, professional within a discipline, and campus citizen. For this reason, during the six-year probationary period, the tenure-track faculty member is provided formative review each year. The third-year review is simply an annual reappointment review conducted on behalf of the full faculty and the institution. A recommendation to reappoint after the third year does not indicate a presumption to tenure.

The department is represented in the review by the department chair. The institution is represented by the division head and the Faculty Personnel Committee (FPC). The procedures for the mid-probationary review are outlined in Simpson College Faculty Handbook, Part III Personnel Procedures, Section 4. The following guidelines presume the review will take place in the third year of service. The timing of the review may be altered for faculty members who bring service at another institution to Simpson College as negotiated at the time of hire and outlined in the original contract.

SELECTION OF THE THIRD-YEAR REVIEW COMMITTEE

The composition and selection of the on-campus review committee will follow the procedures outlined in Simpson College Faculty Handbook, Part III Personnel Procedures, Section 4. The chair of the third-year review committee will be a member of the FPC. The faculty member under review will provide the chair of the third-year review with the names of three Simpson College faculty members from outside the department, one of whom will be selected to serve on the review committee. The candidate will nominate faculty members she or he believes have some understanding of their professional discipline, and someone they believe can impartially review their work. Normally, the outside of the department committee member will be tenured. The role of the outside of the department member is not to serve as advocate for the candidate, but rather to be a trusted, objective participant in the review process.

The chair of the review committee will make the selection of the committee member from outside of the department. Before the committee membership has been finalized, the candidate will be given the opportunity to bring to the committee chair's (the member of the FPC) attention any real, or potential perceived conflict of interest.

THE REVIEW COMMITTEE'S LETTER

The procedures for the creation of the third-year review letter are outlined in Simpson College Faculty Handbook, Part III Personnel Procedures, Section 4. The committee's letter should be formative in nature and identify the perceived strengths and perceived weaknesses of the candidate as measured against the criteria for reappointment and tenure.

REAPPOINTMENT AFTER THE THIRD-YEAR REVIEW

The decision for reappointment for the year following the mid-probationary review is made by the academic dean upon the recommendation of the FPC following the procedures outlined in Simpson College Faculty Handbook, Part III Personnel Procedures, Section 4.

The reappointment process for subsequent years (normally for years five and six) will follow the procedures outlined in Simpson College Faculty Handbook, Part III Personnel Procedures, Section 2.