

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

GUIDELINES FOR OUTSIDE EVALUATORS

As indicated in Part III Section 5, faculty members applying for tenure are required to have an outside evaluator. In addition, faculty members in their mid-probationary review are strongly encouraged to have an outside evaluator (Part III Section 4).

PURPOSE OF OFF-CAMPUS EVALUATOR

The purpose of having an evaluation on campus by an off-campus colleague is to provide FPC with context and understanding regarding the professional acumen of the candidate which may be unavailable from on campus colleagues. The candidate's achievement against the established criteria, especially with regard to teaching and professional development, is not always easily measured by the FPC. In several of our departments, faculty members are in sub-disciplines that may be relatively unfamiliar to the members of FPC, and in some cases even other faculty within the department.

Having evaluations from off-campus colleagues with expertise shared by the person under review provides an important context for the evidence provided by the candidate, especially in regard to the content area of the candidate's teaching and what might be considered appropriate professional development.

SELECTION OF THE OFF-CAMPUS EVALUATOR

Selection of off-campus evaluators occurs in the semester prior to review. The faculty member under review for tenure will provide the Academic Dean with the names of five possible off-campus evaluators, and the Academic Dean will select the evaluator. The faculty member under review for mid-probation who chooses to ask for an off-campus evaluator will provide the chair of the of their third-year review committee the names of three possible off-campus evaluators, and the chair will select the evaluator and provide the name to the Academic Dean to arrange the on-campus visit.

The prospective evaluator should be knowledgeable in the candidate's field and will normally come from a similar institution. The prospective evaluator should be tenured and hold regular faculty appointments. The prospective evaluator should be in a position to comment on the achievement of the candidate using one or more of the criteria established for tenure and/or promotion as described in the Faculty Handbook. The evaluator should be someone well informed about the specific discipline of the candidate under review and as such may be uniquely positioned to comment on things like the content of courses taught by the candidate and/or the candidate's scholarship, creative or other professional work. The evaluator should understand the challenges of being a faculty member at a place like Simpson College. The evaluator should not have a significant personal relationship with the candidate. It is important that the candidate under review disclose the depth and nature of any such previous relationship when presenting the chair of the mid-probationary review committee or the Academic Dean with the names of their off-campus colleagues who could be invited to evaluate the candidate on campus.

The actual invitation to the outside evaluator will be sent by the Academic Dean. The invitation will include the college's expectations for the review process, including a copy of the criteria for reappointment and tenure.

CONTENT OF EVALUATION

The off-campus evaluator will normally be scheduled to visit campus for one or two days, though the visit may be remote if necessary. Before the visit, the evaluator will receive a copy of the candidate's self-evaluation, vitae, current syllabi, and any other materials (publications, photos of creative work, etc.) approved by the chair of the committee. The exact visit schedule (whether in person or remote) will be determined by the chair of the review committee.

Normally, the off-campus evaluator will:

- a. Meet with the candidate
- b. Meet with the review committee, or the two FPC members assigned to the candidate
- c. Attend at least one of the candidate's classes
- d. Review the candidate's file
- e. Meet with other members of the department
- f. Meet with the Academic Dean

Upon the conclusion of the visit, the off-campus evaluator will write a letter of evaluation of the candidate that addresses the criteria for reappointment and tenure. The letter should be essentially formative identifying areas of strength and areas of perceived weakness against the criteria (whether evaluating for mid-probation or tenure). It will be particularly important for the outside evaluator to put the candidate's professional expertise and continuing development into context for the committee. Is the content of the candidate's courses appropriate and up-to-date? Are the assignments and learning objectives appropriate? Is there evidence that the candidate's research, scholarship, and/or creative work is respected by others within the discipline? The letter should NOT include a recommendation on reappointment or tenure.

The letter from the off-campus evaluator will be included in the candidate's review file.