



## Promotion Schedule 1

### Promotion to Teaching or Research Associate Professor

In order to provide timely notice to the candidate, the portfolio must be sent by the dean to the candidate by **April 30<sup>th</sup>**

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Department chairs must consult with the dean's office to ensure any college-specific guidelines are followed for additional requirements.

The department chair and/or dean's office must inform the candidate and the Provost's Office about any concerns in meeting the deadline.

### Steps in Reappointment Process:

#### Confirming Candidates for Review:

1. **May 1 Deadline:** The Provost's Office will provide each college with a list of faculty due for promotion review in the upcoming academic year.
2. **May 15 Deadline:** The Dean's Office will review this list with their departments for accuracy and notify the Provost Office of any discrepancies or additions.

#### Interfolio:

1. Candidates may begin to upload materials in July.
2. **October 1 Deadline:** Dossiers are due to the Department Chair.
3. **January 1 Deadline:** Dossiers are due to the College Dean Office.
4. **April 30 Deadline:** Dean sends letter of promotion or non-promotion to the candidate, with copies to the Department Chair and Provost.
5. **May 30 Deadline:** Dossiers are due to Provost Office, including signed letter and response from the candidate

*(Relevant Rules and Procedures Sections are noted on the following page)*



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*For reference, relevant sections of Rules and Procedures of the Faculty Section II:*

**2.13.2 Promotion to Teaching Associate Professor**

*Teaching faculty who have spent a cumulative twelve regular semesters (6 years) as teaching assistant professors at Lehigh University will be reviewed for promotion to teaching associate professor.*

*If a teaching assistant professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as teaching assistant professors at Lehigh University, they may submit a formal letter request to the dean and department chairperson. If approved, the review process can commence. If denied, the candidate must wait at least twelve months before choosing to submit the request for early promotion again.*

**2.14.2 Promotion to Research Associate Professor**

*Research faculty who have spent a cumulative twelve regular semesters (6 years) as research assistant professors at Lehigh University will be reviewed for promotion to research associate professor. If a research assistant professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as research assistant professors at Lehigh University, they may submit a formal letter request to the dean and department chairperson. If approved, the review process can commence. If denied, the candidate must wait at least twelve months before choosing to submit another request for early promotion consideration.*