



Promotion Schedule 2

Promotion to Teaching or Research Full Professor

In order to provide timely notice to the candidate, the letter must be sent by the dean to the candidate by **December 31st**.

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 Promotion Process:

Confirming Candidates for Review:

1. **May 1 Deadline:** The Provost's Office will provide each college with a list of faculty due for reappointment 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. **December 1 Deadline:** Dossiers are due to the College Dean Office for CAS, COB, COE, COH
January 1 Deadline: Dossiers are due to the College Dean Office for ROSSIN only.
4. **December 31 Deadline:** Dean sends letter of promotion or non-promotion to the candidate, with copies to the Department Chair and Provost.
5. **February 1 Deadline:** Dossiers are due to the Provost Office, including signed letter and response from the candidate.

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



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

2.13.3 Promotion to Teaching Full Professor

Teaching faculty who have spent a cumulative twelve regular semesters (6 years) as teaching associate professors at Lehigh University will be reviewed for promotion to teaching full professor. If a teaching associate professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as teaching associate 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.

2.14.3 Promotion to Research Full Professor

Research faculty who have spent a cumulative twelve regular semesters (6 years) as research associate professors at Lehigh University will be reviewed for promotion to research full professor. If a research associate professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as research associate 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.