



Promotion Schedule 3

Promotion to Senior Professor of Practice

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 professors of practice who are approaching twenty regular semesters of cumulative full-time service at Lehigh.
2. **May 15 Deadline:** The Dean's Office will review this list with their departments and notify the Provost Office of any discrepancies and or a list of faculty who have been recommended for promotion by the Chair.

Interfolio:

1. **January 1 Deadline:** Department and/or Program letter(s) of recommendation for Promotion to Senior Professor of Practice are due to College Dean Office.
2. Student Course Evaluation Tabular Listing will be emailed to you no later than January 15th.
3. **April 30 Deadline:** Dean sends letter of promotion or non-promotion to the candidate, with copies to the Department Chair and Provost.
4. **May 30 Deadline:** Dossiers are due to Provost Office, including signed letter and response from the candidate

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

2.12.1 Professor of Practice Contract Terms, Titles, and Responsibilities

After twenty regular semesters of cumulative full-time service as a professor of practice at Lehigh, a professor of practice may receive the title of "Senior Professor of Practice" upon a department or program's recommendation and the dean's approval. A senior professor of practice shall be given notice of reappointment or non-reappointment at least eighteen months before the terminal date of the appointment. The length of the employment contract is determined by the dean in consultation with the appropriate department's associate and full professors but will not exceed 5 years.

May 2026