**Promotion Schedule 1**

Promotion to Teaching or Research Associate Professor

In order to provide **twelve months’ notice** of promotion or non-promotion to the candidate as suggested by R&P, the candidate’s portfolio must be sent by the dean to the provost by **April 1st of the year prior to the candidate’s contract end date**. Each individual college is responsible for defining a schedule to ensure timely submission deadlines to accommodate the April 1st deadline. 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:**

By May of each year, the Provost’s Office will provide each college with a list of any termed faculty scheduled for promotion during the upcoming academic year. The Deans’ Offices will review the list, notify of any discrepancies, and provide names of faculty approved for early review.

In August of each year, candidates for promotion can begin to upload materials to Lyterati.

Following your individual college timelines:

1. Candidates will be expected to submit their online dossier to the Department Chair level in Lyterati by:
   * + College-level determined deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department Chairs will give access to appropriate faculty evaluators and meet to discuss the candidate’s portfolio. The Chairperson is responsible for uploading required letters, completing all required fields in Lyterati, and submitting the dossier to the College Level Administrator for a quality check by:
   * + College-level determined deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The College Level Administrator reviews the entire dossier to ensure all required materials are included with appropriate information. Dossiers with incomplete information will be sent back to Department Chair or candidate as needed; completed dossiers will be submitted to the College Dean for review by:
   * + College-level determined deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The Dean reviews the dossier, uploads required letters, and completes all required fields in Lyterati.

By April 1st, the Dean submits the candidate’s complete dossier to the provost level in Lyterati.

By April 15th, the Provost sends an official acknowledgement letter of promotion or non-promotion to the candidate, with copies to the Dean and Department Chair

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

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

**2.13.2 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.

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