**Reappointment Schedule 2**

Professors of Practice over five years of full-time service\*

Teaching/Research Associate Professors \*\*

In order to provide **twelve months' notice** of reappointment or non-reappointment 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 Reappointment Process:**

In May of each year, the Provost’s Office will provide each college with a list of termed faculty and professors of practice who are scheduled to be included in the reappointment process for the upcoming academic year. The Dean’s Office must notify the Provost Office of any discrepancies.

In August of each year, candidates for reappointment 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 a letter or reappointment or non-reappointment 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:*

**\*2.12.1 Professor of Practice Contract Terms, Titles, and Responsibilities**

After ten regular semesters of cumulative full-time service as a professor of practice at Lehigh, notice of reappointment or non-reappointment shall be given at least twelve 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.

**\*\*2.13.2 Promotion to Teaching Associate Professor**

For teaching assistant professors who receive promotion to teaching associate professor, notice of reappointment or non-reappointment shall be given at least twelve months before the terminal date of the appointment.

**2.14.2 Promotion to Research Associate Professor**

For research assistant professors who receive promotion to research associate professor, notice of reappointment or non-reappointment shall be given at least twelve months before the terminal date of the appointment.

January 2023