**Reappointment Schedule 2**

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

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.**

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Department chairs must consult with 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 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 Department Chair.
3. January 1 Deadline: Dossiers are due to College Dean Office.
4. March 15 Deadline: Dean sends letter of reappointment or non-reappointment to the candidate, with copies to the Department Chair and Provost.
5. April 1 Deadline: Dossiers are due to Provost Office, including 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:*

***2.12.1 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.*

October 2026