**Promotion Schedule 3**

Promotion to Senior Professor of Practice

**Steps in Promotion Process:**

By May of each year, 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. The Deans’ Offices will review the list and notify of any discrepancies.

Deans will work with Department Chairs to gather recommendations for promotion.

By April 1st, the Dean forwards to the Provost Office:

* Department and/or Program letter(s) of recommendation for Promotion to Senior Professor of Practice
* Dean approval letter of Promotion to Senior Professors of Practice

By April 15th, the Provost Office will send official acknowledgment letter of newly appointed title.

*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.

January 2023