



## CANDIDATES FOR TENURE-TRACK FACULTY REAPPOINTMENT CHECKLIST

**Materials to be included in faculty portfolio:** Each college may require additional materials; thus department chairs should consult with the Dean's office regarding any additional requirements.

Department Chairs, faculty evaluators, and candidates should consult the *Guidelines for Review of Tenure-Track Faculty* for more information on preparing the portfolio at: <https://www.lehigh.edu/~inprv/pdfs/ReapptPTGuidelinesupdated050212.pdf>

**A = Candidate   B = Department Chair, Faculty   C = College Dean**

### Part I Recommendations and Responses:

<i>Date</i>	<i>Supplied by: (A, B or C)</i>	
_____	B,C	1. Recommendation for Reappointment form with signatures
_____	C	2. Dean's letter
_____	B	2A. Candidate's response to Dean's letter or declination to respond
_____	B	3. Department summary letter addressed to Dean
_____	B	3A. Candidate's response to department summary or declination to respond
_____	B	4. Individual signed letters of department/program faculty evaluators, including department chair
_____	B	5. For Faculty with Type 1 Joint Appointments: Special Committee summary letter addressed to Dean
_____	B	5A. Candidate's response to Special Committee summary or declination to respond
_____	B	6. For Faculty with Type 1 Joint Appointments: individual signed letters of Special Committee evaluators

### Part II Candidate's Portfolio:

_____	A	7. For candidates undergoing Second Reappointment review: Copy of First Reappointment letter from Provost and Dean For candidates undergoing RE (reappointment): Include all AR summary letters since hire date
_____	A	8. Curriculum vitae
_____	A	9. Candidate's statement on research, teaching, and service, including the significance and impact of the candidate's own contributions in each of these areas. Note: You may not exceed ten pages in this section
_____	A	10. Student course evaluation summary reports for a minimum of the last three years preceded by a tabular listing of the global questions (questions 1, 2, & 14 for semesters prior to fall 2018; questions 11 to 16 for fall 2018 semester to present) by semester for courses taught at Lehigh will be provided via email by the Office of Institutional Research.
_____	A	11. Student course evaluation summary reports
_____	A	12. For faculty with Joint Appointments: Copy of the approved Memorandum of Understanding (MOU) Form

### Part III Supplementary Documents: (No more than 30 pages)

_____	A	13. Sample syllabi, tests, assignments
_____	A	14. Additional supporting materials such as commendations, student letters, etc. (optional)

06.05.2019