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](https://www.lehigh.edu/~inprv/pdfs/ReapptPTGuidelinesupdated050212.pdf)

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

**Part I Recommendations and Responses:**

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1. Recommendation for Reappointment form with signatures
2. Dean’s letter
3. Department summary letter addressed to Dean
4. Individual signed letters of department/program faculty evaluators, including department chair
5. For Faculty with Type 1 Joint Appointments: Special Committee summary letter addressed to Dean
6. For Faculty with Type 1 Joint Appointments: individual signed letters of Special Committee evaluators

**Part II Candidate’s Portfolio:**

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
8. Curriculum vitae
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
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.
11. Student course evaluation summary reports
12. For faculty with Joint Appointments:
   - Copy of the approved Memorandum of Understanding (MOU) Form

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

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

06.05.2019