



CANDIDATES FOR TENURE AND/OR PROMOTION 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.

A = Candidate B = Department Chair, Faculty C = College Dean, Promotion and Tenure Committee

Part I Recommendations and Responses:

Date	Supplied by: (A, B or C)	
_____	B,C	1. Recommendation for Tenure / Promotion form with signatures
_____	C	2. Dean's letter
_____	B	3. Candidate's response to Dean's letter or declination to respond
_____	B	4. Letter from college Promotion and Tenure Committee with signature of each committee member
_____	B	5. Department summary letter addressed to Dean
_____	B	6. Candidate's response to department summary or declination to respond
_____	B	7. Individual signed letters of department/program faculty evaluators, including department chair
_____	B	8. For Faculty with Type 1 Joint Appointments: Special Committee summary letter addressed to Dean
_____	B	9. Candidate's response to Special Committee summary or declination to respond
_____	B	10. For Faculty with Type 1 Joint Appointments: Individual signed letters of Special Committee evaluators

Part II Candidate's Portfolio:

_____	A	11. <i>For Assistant Professor Tenure Candidates:</i> Copies of candidate-signed First and Second Reappointment letters from the Provost
_____	A	12. <i>For Assistant Professor Tenure Candidates:</i> Copies of Dean's summary letters from First and Second Reappointment (per R&P 2.2.7.3 approved May 2016)
_____	A	13. <i>For Assistant Professor Tenure Candidates:</i> Copies of annual review letters from department
_____	A	14. <i>For Tenure at the Rank of Associate Professor Candidates:</i> Copy of candidate-signed First Reappointment letter from the Provost
_____	A	15. <i>For Tenure at the Rank of Associate Professor Candidates:</i> Copy of Dean's summary letter from First Reappointment (per R&P 2.2.7.3, approved May 2016)
_____	A	16. Curriculum vitae
_____	A	17. 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: please do not exceed ten pages in this section
_____	A	18. COVID Impact Statement (optional, two page limit)



-
- _____ A 19. Chronological list of courses taught with number of credits per course, and the number of grades assigned in each course. *For candidates for full professor*, please include at least 6 years (where available) in the chronological listing.
- _____ A 20. Advising, including non-majors: indicate number of students advised, the dates of service, and the advisory format (frequency of contact, individual or group meetings). *For candidates for full professor*: only 6 years of undergraduate advising numbers (where available) need to be included.
- _____ A 21. Student course evaluation summary reports preceded by a tabular listing of the global questions (questions 1, 2, & 14 for semesters prior to fall 2018; questions I1 to I6 for fall 2018 semester to present) by semester for courses taught at Lehigh will be provided via email by the Office of Institutional Research. This includes 3 years for Promotion to Full cases and all pre-tenure years, up to 6 years maximum, for Tenure cases.
- _____ A 22. For faculty with Joint Appointments:
Copy of the approved Memorandum of Understand (MOU) Form
- _____ A 23. Reports of peer observations, if available, of the candidate in a classroom
(context may be included and required by a college)

Part III Research and Scholarship:

- _____ B 24. Original letters of external evaluators: minimum 5, please consult college guidelines for additional requirements
- _____ B 25. Short written statement of how well and in what capacity each evaluator may know the candidate.
The list of evaluators must include only those individuals who submit letters
- _____ B 26. Summary of each external evaluator's stature in field or 1-2 page curriculum vitae
- _____ B 27. Copy of one representative letter sent to external evaluators
- _____ B 28. Background information on stature of journals, book publishers, conferences, performance/exhibit venues, etc.
- _____ B 29. Citation data for the candidate's published works (if appropriate for the field)
- _____ B 30. Internal/external evaluation letter (optional):
Candidates whose work is interdisciplinary (with or without MOU) may choose to have a Lehigh faculty member from outside their unit write an independent assessment of their work. The candidate will provide the name to the department chair who will solicit the letter, which will be treated with the same confidentiality as external review letters.

Part IV Supplementary Documents: (No more than 30 pages)

- _____ A 31. Sample syllabi, tests, assignments
- _____ A 32. Additional supporting materials such as commendations, student letters, etc. (optional)

08/22/2022