



PRE-TENURE FACULTY ANNUAL REVIEW 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. It is required that department faculty meet after reviewing these materials to discuss the colleague's progress and provide verbal input for the summary letter. For any questions, refer to section 2.2.4.1 of R&P that describes annual review of pre-tenure faculty.

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

Part I Recommendations:

- | <i>Date</i> | <i>Supplied by: (A or B)</i> | |
|-------------|------------------------------|--|
| _____ | B | 1. Department summary letter addressed to faculty member |
| _____ | B | 1A. For faculty with Joint Appointments:
Department and Special Committee Summary letter addressed to faculty member (1 letter) |
| _____ | B | 2. Candidate's response to department summary or declination to respond |
| _____ | B | 2A. For faculty with Joint Appointments:
Candidate's response to Department and Special Committee summary letter
or declination to respond |

Part II Candidate's Portfolio:

- | | | |
|-------|---|---|
| _____ | A | 3. Curriculum vitae |
| _____ | A | 4. Candidate's statement on research, teaching, and service, including the significance and impact of the candidate's own contributions in each of these areas
<i>Note: Do not exceed ten pages in this section</i> |
| _____ | A | 5. 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 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. |

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

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| _____ | A | 6. Sample syllabi, tests, assignments |
| _____ | A | 7. Additional supporting materials such as commendations, student letters, etc. |



10.15.2020