



TENURED ASSOCIATE PROFESSOR TRIENNIAL 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.

Department Chairs, faculty evaluators, and candidates should consult R&P and any college and departmental guidelines for promotion and tenure.

A = Candidate **B** = Department Chair, Faculty

Part I Recommendations (Required)

Supplied by: (A or B)

- _____ 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 Chairperson's letter 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 (Required)

- _____ A 3. Curriculum vitae or resume
- _____ A 4. Promotion Plan
Note: Not to exceed two pages
- _____ A 5. 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: Do not exceed ten pages in this section

Part III Supplementary Documents: (Optional)

- _____ A, B 6. 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. The Office of Institutional Research and Strategic Analytics can provide this information should the candidate wish to include as part of the dossier. Candidate must reach out to OIRSA to place a request for the information.

(No more than 30 pages combined in the following sections)

- _____ A 7. Sample syllabi, tests, assignments
- _____ A 8. Additional supporting materials such as commendations, student letters, etc. (optional)

7/9/2021