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## TENURE AND PROMOTION SCHEDULE FOR FALL 2022 CYCLE

**This schedule should be used for tenure candidates whose probationary period ends in August 2023 and candidates for promotion to full professor.**

*See R&P 2.2.7 and the Portfolio Guidelines for Review of Tenure-Track Faculty and the Tenure-Track Faculty Reappointment Checklist for additional information about the reappointment process. Each college may require additional materials; thus department chairs should consult with the Dean's office regarding any additional requirements. For joint appointments see R&P 2.2.3.1.*

Please address questions or concerns to Janele Krzywicki at 83165 or [jak511@lehigh.edu](mailto:jak511@lehigh.edu) or [rof2@lehigh.edu](mailto:rof2@lehigh.edu)

**By 31 January 2022** - The Provost's Office will make sure that online Faculty Banner records of untenured faculty are up-to-date. Upon request, the Provost's Office can send a preliminary list of faculty candidate to the Dean's Office.

**By 1 March 2022** – The Provost's Office will provide the Dean's Office with a full list of faculty candidates for tenure review.

**By 15 March 2022** – The Dean's Office and academic departments should review list sent from Provost's Office. Departments inform the Dean's Office of any additional candidates who will be reviewed for tenure and promotion. The Dean's Office will confirm accuracy and return any corrections and/or additions to the Provost's Office.

**During the month of March** – Chairpersons hold necessary discussions with candidates and department/faculty evaluators to draft a list of potential external reviewers (see Best Practices in Faculty Evaluation on Provost's website under Promotion, Tenure and Reappointment).

**By 1 April 2022** – Chairperson forwards list of potential external reviewers with the required information about each reviewer (see Best Practices in Faculty Evaluation for template) to the Dean for review.

**By 8 April 2022** – Dean forwards the list with the required information about each reviewer, with any comments, to the Provost.

**By 22 April 2022** – Provost approves List of external reviewers.

**During the spring / early summer months** – Candidate's CV, statement on research and scholarship, and scholarly materials sent to external evaluators.

**August 15, 2022** – Tenure and promotion candidates can begin to upload materials to Lyterati (see guidelines and Checklist).

**By 2 September 2022** – Candidates submit completed dossier to the Department Chair level in Lyterati.

**During the month of September 2022** - The Department Chairperson will review the dossier and give access to faculty evaluators (including special committee members, if applicable). The Chairperson also convenes a meeting of department/faculty evaluators to discuss the merits of the case and solicits individual written letters (the Chairperson must also write an individual letter). \*\* Appropriate procedures should be followed for faculty with Joint Appointments, when applicable\*\*

The Chairperson writes and circulates department summary among faculty evaluators without disclosing statements or opinions of individual evaluators in the letter. The Chairperson then provides the candidate with the written summary of the department evaluation and requests a written response or written declination to respond.

**By 7 October 2022** - All letters (including candidate's response) are uploaded to Lyterati by the Chairperson. The Chairperson completes all required fields in Lyterati (voting, signature, date, etc.) and submits the dossier to the College Level Administrator (CLAD) level. \*\*Appropriate procedures should be followed for faculty with Joint Appointments, when applicable\*\*



**By 21 October 2022** - The Dean's Office assigns access to candidates' portfolios to the college promotion and tenure committee.

**By 2 December 2022** - College Promotion and Tenure committee makes recommendations to Dean.

**By 13 January 2023** - If necessary, the Dean holds meetings with the department and college committee as specified in *R&P* 2.2.6.10. The Dean reviews complete online dossier and prepares a recommendation to the Provost. The Dean also holds a pre-submission meeting with the tenure candidate as required in *R&P* 2.2.6.11. Candidate is provided a copy of the recommendation and is required to submit a written response or declination to respond. Dean uploads recommendation to the Provost, along with the candidate's response, in Lyterati, completes all required fields (signature, date, etc.) and submits the dossier to the Provost Office level.

**During February and March 2023** – The Provost meets with college committees and departments on split decision cases and those in which he disagrees with a faculty recommendation. These meetings will have priority throughout February and March. As required by *R&P*, unresolved cases with a faculty recommendation will be presented to the Academic Affairs Committee of the Board of Trustees prior to the May Board meeting.

**By mid-May 2023** - Preliminary letters are sent to tenure and promotion candidates. All recommendations for tenure and promotion are submitted to the Academic Affairs Committee as well as to the Secretary of the Board of Trustees for inclusion in the May Board of Trustees meeting.

**By end of May 2023** - Board of Trustees meeting is held. Official letters for tenure and promotion decisions are prepared as soon as possible and are emailed and sent to the candidates via campus mail. The promotion will be effective the first day of the month following the Board of Trustees approval.

1.27.2022