



Office of the Provost

Guidelines for January 2024 Faculty Professional Activity Report (PAR)

As noted in the Provost's [email to the faculty](#) on March 30, 2023, Lyterati will no longer be used for the PAR or the salary review process. Instead, decisions about salary increases will be based on a **CV and a statement** outlining the major activities/accomplishments in research, teaching and service over the last three years. The rationale for the move away from Lyterati is primarily to reduce the time and inconvenience expended by faculty in preparing their PARs. Details of the format for these documents are given below.

The guidelines below offer two options for the CV. One may be more convenient for faculty who already maintain an up-to-date CV, while the other may be more convenient for those who do not. The goal of the new guidelines is to minimize any additional work for faculty, while also making it easy for chairs and deans to quickly identify activities that took place during the reporting period.

These guidelines are applicable to the PAR to be submitted in January 2024 *only*. A longer-term plan will be put in place by the summer of 2024, and details will be communicated at that time. Like the 2024 PAR, future PARs will also involve little or no additional work for faculty beyond preparing a CV and statements.

Components of the PAR

The PAR will consist of the following two documents:

1. **Curriculum vitae (CV):** The CV should follow the [Lehigh CV Template](#) found on the Provost's website. Faculty members have two options:
 - *Option 1:* Provide a complete CV that includes activities dating as far back as the faculty member wishes, with **activities from the past three years highlighted** using color, boldface, or another style convenient for the faculty member.
 - *Option 2:* Provide a CV that **only includes activities from the past three years**.

Under either option, "the past three years" refers to calendar years, i.e., the January 2024 PAR should consist of activities in calendar years 2021–2023.

Note that the Lehigh CV Template has changed recently. Most of the changes are minor. One significant change is the inclusion of a new section on Current and Pending Support. All forms of support must be listed, foreign or domestic, whether or not remuneration is received. This section is important for maintaining compliance with federal rules regarding conflict of interest and disclosure.

- 2. Statement:** The statement is an opportunity for faculty members to discuss their major activities and accomplishments in research, teaching, and service over the last three years. Faculty members may choose to write a narrative summarizing their overall accomplishments and goals in the three areas, or use it as a way to highlight accomplishments that may not be obvious from their CVs, or use another approach that they feel will be most informative to the review process. The statements should be grounded in the information contained in the CV.

Statements can discuss public-facing scholarship, community-engaged work, translational research (patents, startups, etc.), software development, performances, teaching innovations, and other aspects of the faculty member's work that they wish to highlight. We also encourage faculty to describe diversity, equity, inclusion, and accessibility activities in the domains of teaching, research, and/or service.

We suggest including an opening paragraph that can be understood by an interested non-expert. The Provost encourages Assistant and Associate Professors to use the process of writing the statement as a way to develop and refine some of the ideas they will eventually discuss in the statements that they submit as part of their applications for promotion and/or tenure.

The combined statement (including research, teaching, and service) should be **no more than 2 pages, single-spaced**. The use of bullet points, rather than paragraphs, is acceptable.

The statement is **not required** at the University level. However, individual colleges, departments, and programs **may choose to make the statement required**. Department / unit chairs should communicate to their faculty whether the statement is required or optional.

Submitting the PAR

Each faculty member should submit their PAR as a **single PDF document** via email to their department / unit chair. (Further information about how chairs will forward PARs to their Dean and the Provost will be provided shortly.)

Public Availability

Faculty members are encouraged to make information about their research, teaching, and service activities publicly available by posting their CVs online. (Some faculty may wish to post a version of their CV that excludes some of the information in the full Lehigh CV, such as pending article or grant submissions.) We encourage departments to post faculty CVs on their department web pages. We also encourage all faculty to create and regularly update other publicly available information about their scholarly work on sites such as [Google Scholar](#), [ResearchGate](#), [ORCID](#), or personal web pages. This public information helps to raise the visibility of Lehigh and of the work of our faculty. It also allows colleagues and students easier access to information about faculty activities.