



## Professor of Practice Reappointment 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 Professors of Practice* for more information on preparing the portfolio at:

<https://provost.lehigh.edu/sites/provost.lehigh.edu/files/POPandLectReapptPortfolioGuidelines5.09.pdf>

A = Candidate

B = Department chair, faculty

C = College dean

### Part I Recommendations:

Date \_\_\_\_\_ Supplied by: (A, B or C)

- \_\_\_\_\_ B, C 1. Recommendation for Reappointment form with signatures completed electronically through the Lyterati system
- \_\_\_\_\_ C 2. Dean’s letter
- \_\_\_\_\_ C 3. Candidate’s response to Dean’s letter or declination to respond
- \_\_\_\_\_ B 4. Department summary letter addressed to Dean: letter must include faculty effort percentage as well as the position’s responsibilities for the appointment
- \_\_\_\_\_ A 5. Candidate’s response to department summary or declination to respond

### Part II Candidate’s Portfolio:

Please consult the Guidelines for Review of Professors of Practice for additional information at:

<https://provost.lehigh.edu/sites/provost.lehigh.edu/files/POPandLectReapptPortfolioGuidelines5.09.pdf>

- \_\_\_\_\_ A 7. Curriculum vitae or resume
- \_\_\_\_\_ A 8. Candidate’s 1-3pp statement(s) on teaching, service, and/or research as appropriate to the candidate’s responsibilities. The statement(s) should discuss the candidate’s own contributions in each area and strategies for keeping current in the field
- \_\_\_\_\_ A 9. Student course evaluation summary reports since the year prior to the date of your last appointment preceded by a tabular listing of global questions (questions 1, 2, and 14 for semesters prior to fall 2018 and 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 and Strategic Analytics  

Ex: The start date of your current faculty appointment contract is August 15, 2017. Summary Report data will be provided since August 15, 2016.

\*\* College of Education faculty will be provided data from Practicum Questions P1 to P6 for fall 2018 semester to present
- \_\_\_\_\_ A 10. Sample syllabi, tests, assignments (no more than 30 pages)