Guidelines for 2024 faculty Professional Activity Report (PAR)

Dear Colleagues,

I am writing to update you on the plan for the Professional Activity Report (PAR) that faculty will submit in January 2024. As noted in the Provost's email to the faculty earlier this year, Lehigh will no longer use Lyterati for the PAR or the salary review process. Instead, decisions about salary increases will be based on a **CV and a statement** outlining the faculty member's major activities and accomplishments in research, teaching, and service. The rationale for the move away from Lyterati is primarily to reduce the time and inconvenience expended by faculty in preparing their PARs.

Guidelines for the January 2024 PAR are now posted on the Provost's Promotion, Tenure, and Reappointment website; a direct link is here. In a nutshell, the January 2024 PAR will consist of a CV, using Lehigh's standard CV template, and a 2-page statement on research, teaching, and service. The statement is not required at the university level, but individual colleges and departments may choose to make it required.

The Lehigh CV template can be found here. The template has been revised recently. Most of the changes are minor. One significant change is the addition of a new section on Current and Pending Support. This section is important for maintaining compliance with federal rules regarding conflict of interest and disclosure.

These guidelines apply to the January 2024 PAR 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.

I will send additional details about the timing and submission instructions for the 2024 PAR later this semester. In the meantime, if you have any questions, please let me know.

Best,
Larry Snyder

Deputy Provost for Faculty Affairs