



PRE-TENURE FACULTY ANNUAL REVIEW CHECKLIST

Department Chairs, faculty evaluators, and candidates should review Section 2 of the Rules and Procedures of the Faculty for detailed information on annual review of pre-tenured faculty.

The Office of the Provost requires certain elements are included in the faculty portfolio for Annual Review. Each individual college may require additional materials; department chairs should consult with their dean's office regarding any additional requirements.

Section I. Faculty Candidate List of Materials

- A. Curriculum Vitae
- B. Candidate's statement on Teaching, Research, and Service, including the significance and impact of the candidate's own contributions in each of these areas. **DO NOT EXCEED TEN PAGES IN THIS SECTION.**
- C. Student Course Evaluation Tabular Listing (provided directly to you via email by the Office of Institutional Research. Report should include three years)
- D. Student Course Evaluations (available to you by downloading from <https://go.lehigh.edu/evalkit> Report should include at least three years)
- E. Sample Course Materials (syllabi, tests, assignments)
- F. Additional Supporting Materials (commendations, student letters)

MAXIMUM PAGE LIMITE IS 30 PAGES TOTAL FOR SECTIONS E & F: SAMPLE COURSE MATERIALS AND ADDITIONAL SUPPORTING MATERIALS

- G. (If applicable, for Joint Appointments) Memorandum of Understanding
- H. (Optional) COVID Impact Statement. **DO NOT EXCEED TWO PAGES IN THIS SECTION.**

Section II. Department Chair List of Materials

- A. Department Chairperson Summary Letter addressed to candidate
- B. Faculty Candidate Response to Summary Letter
- C. (Optional) Additional Information
- D. (If applicable, for Joint Appointments) Special Committee Summary Letter addressed to candidate (1 letter)
- E. (If applicable, for Joint Appointments) Candidate's response to Special Committee Summary Letter or declination to respond