



SCHEDULE FOR REAPPOINTMENT REVIEW IN ACADEMIC YEAR 2021 - 2022

For Lecturers and Professors of Practice whose appointments end Spring 2022 (on August 14, 2022)

See the *Portfolio Guidelines for Review of Lecturers and Professors of Practice* and 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.

Please address questions or concerns to Janele Krzywicki at 83165 or jak511@lehigh.edu

In order to provide four months' notice of reappointment or non-reappointment to the candidate as suggested by R&P, the candidate's portfolio must be sent by the dean to the provost by 15 February 2022. In some cases where funding issues are a concern, the college may not be able to meet this deadline and thus it may not be possible to give professors of practice four months' notice. For these cases only, notice of reappointment or non-reappointment will be given as soon as possible. The department chair must inform the professor of practice and the Provost's Office about any concerns in meeting the normal deadline.

Steps in Reappointment Process:

By 1 May 2021 - The Provost's Office will provide each college with a list of Professors of Practice and Lecturers whose appointments ends on or before August 14, 2019 and should be included in the reappointment process.

By 31 May 2021- The Dean's Office will notify the Provost Office of any discrepancies.

By 15 June 2021 - For Professors of Practice with significant program responsibilities, the dean will appoint one or more voting faculty from the program to participate and vote in the evaluation.

September 1, 2021 - Candidates for reappointment can begin to upload materials to Lyterati (see Guidelines & Checklist)

By 1 November 2021 - Candidates for reappointment submit completed dossier to the Department Chair level in Lyterati.

During the month of November 2021 - The Department Chairperson will review the dossier and give access to faculty evaluators. The Department Chair convenes a meeting of department/program faculty evaluators* to discuss the candidate's portfolio.

In the case of a 1-2 year reappointment, the faculty members vote and the Department Chair drafts a written recommendation of appointment or non-re-appointment to the Dean. The written recommendation is submitted to the faculty evaluators for approval. The Department Chair then provides the candidate a copy of the recommendation and requests a written response or declination to respond.

In the case of a 3-5 year reappointment, the Department Chair solicits individual written letters from department/program faculty evaluators and also writes an individual letter. The Department Chair also drafts a department summary to the Dean. The summary is submitted to the faculty evaluators for approval. The Department Chair then provides the candidate a copy of the recommendation and requests a written response or declination to respond.

*In COE, the chairperson convenes the faculty members in the candidate's program.

By 10 December 2021 - The Chairperson is responsible for uploading individual letters (if required), the written summary, and the candidate's response to Lyterati. The Chairperson also completes all required fields in Lyterati (effort/responsibilities, recommendation, votes, signature, date, etc.) and submits the dossier to the College Level Administrator's level for a complete quality check before sending to the Dean's level.

By 15 February 2022 - The Dean reviews the online dossier in Lyterati and uploads a recommendation of reappointment or non-reappointment to the Provost. The Dean provides the candidate a copy of the recommendation and requests a written response or declination to respond. The Dean is also responsible for uploading the candidate's response to Lyterati and



completes all required fields (recommendation, signature, date, etc.) in the system. If the Dean does not agree with the Department recommendation, the Dean will meet with the Department to discuss the case*.

*For College of Education, the Dean will meet with the faculty members of the candidate's program.

By 15 April 2022 – The Provost reviews the online dossier in Lyterati and sends letter of reappointment or non-reappointment to the candidate, with copies to the Dean and Department Chair.

1.7.2021