



PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE & TENURE IN RANK CHECKLIST

Department chairs, faculty evaluators, and candidates should review Section 2 of the Rules and Procedures of the Faculty for detailed information on tenure and promotion review of faculty.

The Office of the Provost requires certain elements to be included in the faculty portfolio for Tenure 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. Provost Reappointment Recommendation Letters
- B. Dean Reappointment Recommendation Letters
- C. Curriculum Vitae
- D. 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.**
- E. Chronological Course Listing (with number of credits per course, and the number of grades assigned in each course)
- F. Student Advising Report (including non-majors, indicate number of students advised, the dates of service, and the advisory format / frequency of contact, individual or group meetings)
- G. Student Course Evaluation Tabular Listing (Provided directly to you via email by the Office of Institutional Research. Report should include all pre-tenure years, up to 6 years maximum)
- H. Student Course Evaluations (available to you by downloading from <https://go.lehigh.edu/evalkit> Report should include all pre-tenure years, up to 6 years maximum)
- I. Peer Observation Reports, if available
- J. Sample Course Materials (syllabi, tests, assignments)
- K. Additional Supporting Materials (commendations, student letters)

MAXIMUM PAGE LIMIT IS 30 PAGES TOTAL FOR SECTIONS J & K: SAMPLE COURSE MATERIALS AND ADDITIONAL SUPPORTING MATERIALS

- L. (If applicable, for Joint Appointments) Memorandum of Understanding
- M. Annual Review Summary Letters (include all summary letters since hire)
- N. (Optional) COVID Impact Statement. **DO NOT EXCEED TWO PAGES IN THIS SECTION.**

Section II. Department Chair List of Materials

- A. Individual, Signed Letter from each External Evaluator
- B. External Evaluators Finalized List (including Full Name, Position Title, Name of University/Center/Institute, Relationship to Candidate, if any) **SEE TEMPLATES ON PROVOST WEBSITE UNDER BEST PRACTICES IN FACULTY EVALUATION**
- C. Individual External Evaluator Information
- D. Representative External Evaluator Letter Request
- E. Candidate's Research/Creative Works Stature Information
- F. Candidate's Citation Data, if appropriate
- G. (If applicable, for Joint Appointments) Program Director Summary Letter
- H. Individual, Signed Letter from each Voting Department Faculty Evaluator (including Chair's individual letter)



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- I. Department Chairperson Summary Letter (addressed to the dean, shared with the candidate)
 - J. Candidate Response to Summary Letter or Declination to Respond
 - K. Department Committee Recommendation and Voting Counts
 - L. (If applicable, for Joint Appointment) Program Director Letter OR Special Committee Summary Letter
 - M. (If applicable, for Joint Appointment) Faculty Response to Program Director Letter / Special Committee Summary Letter or Declination to Respond
 - N. Department Committee Recommendation and Voting Counts
 - O. (Optional) Internal / External Letter

For Joint Appointments: Special Committee Chair List of Materials

- A. Signed letter(s)
- B. Special Committee Recommendation and Voting Counts

Section II. Promotion and Tenure Committee List of Materials

- A. Promotion and Tenure Committee Letters (including summary letter and individual, signed letters from each voting committee member)
- B. Promotion and Tenure Committee Recommendation and Voting Counts

Section III. College Dean List of Materials

- A. Dean's Letter (addressed to the provost, shared with the candidate)
- B. Faculty Candidate Response to Letter or Declination to Respond
- C. Dean Recommendation