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## SCHEDULE FOR REAPPOINTMENT (RE) REVIEW IN SPRING 2022

### For Faculty appointed in Spring 2020 and whose appointments end December 2022

*See R&P 2.2.7: the Portfolio Guidelines for Review of Tenure-Track Faculty and the Tenure-Track Faculty 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. For joint appointments see R&P 2.2.3.1.*

*Please address questions or concerns to Janele Krzywicki at 83165 or [jak511@lehigh.edu](mailto:jak511@lehigh.edu)*

**By 31 January 2021** - The Provost's Office will make sure that online Faculty Banner records of untenured faculty are up-to-date. Upon request, the Provost's Office can send a preliminary list of faculty candidates to the Dean's Office.

**By 1 March 2021** - The Provost's Office will provide the Dean's Office with a full list of faculty candidates for reappointment review.

**By 15 March 2021 - Preliminary Deadline** - The Dean's Office and academic departments should review list of candidates and confirm accuracy or return any corrections to the Provost's Office.

**By 1 June 2021 - Final Deadline** - The Dean's Office will confirm final list of candidates for reappointment with the Provost's Office.

**Late Fall 2021** – Candidates can begin to upload materials to Lyterati (see Guidelines and Checklist) after Deans' Offices initiate dossiers for spring reviews (faculty should check in with their respective College Dean's Office)

**By 21 January 2022** - Reappointment candidates submit completed dossier to the Department Chair level in Lyterati.

**Late January and during the month of February** - The Department Chairperson will review the dossier and give access to faculty evaluators (including special committee members, if applicable). The Chairperson also convenes a meeting of department/faculty evaluators to discuss the merits of the case and solicits individual written letters (the Chairperson must also write an individual letter).

The Chairperson writes and circulates department summary among faculty evaluators without disclosing statements or opinions of individual evaluators in the letter. The Chairperson then provides the candidate with the written summary of the department evaluation and requests a written response or written declination to respond.

**By 28 February 2022** - All letters (including candidate's response) are uploaded to Lyterati by the Chairperson. The Chairperson completes all required fields in Lyterati (voting, signature, date, etc.) and submits the dossier to the Dean's level. (Appropriate procedures should be followed for faculty with Joint Appointments, when applicable.)

**By 1 April 2022** - The Dean reviews the complete online dossier and prepares a recommendation to the Provost. The Dean provides the candidate with the recommendation and requests a written response or declination to respond (a copy of the Dean's recommendation letter is also provided to the Department Chairperson). If the Dean is in disagreement with the Department recommendation, s/he will follow the steps indicated in R&P 2.2.7.4. The Dean's recommendation letter and candidate's response are uploaded to Lyterati by the Dean. The Dean completes all required fields in Lyterati (voting, signature, date, etc.) and submits the dossier to the Provost's Office level.

**By 15 June 2022** - The Provost reviews the complete online dossier and, if the Provost and Department are in agreement, issues a letter to the candidate. If the Provost is in disagreement with the Department recommendation, s/he will follow the steps indicated in R&P 2.2.7.4.

1.7.2021