TENURE AND PROMOTION SCHEDULE FOR SPRING 2022 CYCLE

This schedule is to be used ONLY for tenure candidates
whose probationary period ends in December 2022

(This schedule is NOT for promotion to Full Professor without tenure reviews. Such reviews must be conducted according to the fall cycle schedule. However, in cases of initial appointments recommended and approved for tenure consideration, you may initiate the review procedure with the department and college-wide review committees as soon as appropriate.)

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:rof2@lehigh.edu)mailto:rof2@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 candidate 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 tenure review.

By 15 March 2021 - Preliminary Deadline - The Dean's Office and academic departments should review list sent from Provost's Office. Departments inform the Dean's Office of any additional candidates who will be reviewed for tenure. The Dean's Office will confirm accuracy and return any corrections and/or additions to the Provost's Office.

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

By 24 September 2021 - Chairpersons hold necessary discussions with candidates and department/faculty evaluators to draft a list of potential external reviewers; this list, with information about each reviewer's stature and relationship with candidate, is sent to the Dean, who forwards the list with any comments to the Provost by **8 October 2021.**

By 29 October 2021 - List of external reviewers is approved by the Provost.

December 1, 2021 – Candidates can begin to upload materials to Lyterati (see Guidelines and Checklist)

By 31 December 2021 - Candidate's CV, statement on research and scholarship, and scholarly materials sent to external evaluators.

By 22 January 2022 - Candidates upload materials (see Guidelines and Checklist) and submit completed dossier to the Department Chair level in Lyterati.

Late January and early 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). **Appropriate procedures should be followed for faculty with Joint Appointments, when applicable. **

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 18 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 College Level Administrator (CLAD) level. ** Appropriate procedures should be followed for faculty with Joint Appointments, when applicable**

By 4 March 2022 - The Dean's Office assigns access to candidates' portfolios to the college promotion and tenure committee.

By 18 March 2022 - College Promotion and Tenure committee makes recommendations to Dean.

By 1 April 2022 - If necessary, the Dean holds meetings with the department and college committee as specified in *R&P* 2.2.6.10. The Dean reviews complete online dossier and prepares a recommendation to the Provost. The Dean also holds a pre-submission meeting with the tenure candidate as required in *R&P* 2.2.6.11. Candidate is provided a copy of the recommendation and is required to submit a written response or declination to respond. Dean uploads recommendation to the Provost, along with the candidate's response, in Lyterati, completes all required fields (signature, date, etc.) and submits the dossier to the Provost Office level.

During April / May 2022 – The Provost meets with college committees and departments on split decision cases and those in which he disagrees with a faculty recommendation. These meetings will have priority during this time. As required by *R&P,* unresolved cases with a faculty recommendation will be presented to the Academic Affairs Committee of the Board of Trustees prior to the October Board meeting.

Early October 2022 - Preliminary letters sent to tenure candidates. All recommendations for tenure are submitted to the Academic Affairs Committee and the Secretary of the Board of Trustees for inclusion in the October Board meeting.

By end of October 2022 - Board of Trustees meeting is held. Official letters for tenure decisions are prepared as soon as possible and are emailed and sent to the candidates via campus mail. The promotion will be effective the first day of the month following the Board of Trustees approval.

1.7.2021