



TENURE TRACK FACULTY REAPPOINTMENT CHECKLIST

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

The Office of the Provost requires certain elements are included in the faculty portfolio for Reappointment 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. Annual Review Summary Letters (include all summary letters since hire)
- B. Curriculum Vitae
- C. 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.**
- D. Student Course Evaluation Tabular Listing (provided directly to you via email by the Office of Institutional Research. Report should include three years)
- E. Student Course Evaluations (available to you by downloading from <https://go.lehigh.edu/evalkit> Report should include at least three years)
- F. Sample Course Materials (syllabi, tests, assignments)
- G. Additional Supporting Materials (commendations, student letters)

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

- H. (If applicable, for Joint Appointments) Memorandum of Understanding
- I. (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 Voting Department Faculty Evaluator (including Chair's individual letter)
- B. Department Chairperson Summary Letter (addressed to the dean, shared with the candidate)
- C. Faculty Candidate Response to Summary Letter or Declination to Respond
- D. (If applicable, for Joint Appointment) Program Director Letter OR Special Committee Summary Letter
- E. (If applicable, for Joint Appointment) Faculty Response to Program Director Letter / Special Committee Summer Letter or Declination to Respond
- F. Department Committee Recommendation and Voting Counts

Section II. 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