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

September 2023