



TENURED ASSOCIATE PROFESSOR TRIENNIAL REVIEW CHECKLIST

Department Chairs, faculty evaluators, and candidates should review Section 2 of the Rules and Procedures of the Faculty for detailed information on triennial review of tenured associate professors.

The Office of the Provost requires certain elements are included in the faculty portfolio for Triennial 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. Curriculum Vitae
- B. Promotion Plan. **DO NOT EXCEED TWO PAGES IN THIS SECTION.**
- 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. (Optional) Student Course Evaluation Tabular Listing (Provided upon request by the Office of Institutional Research)
- E. (Optional) Student Course Evaluations (Available to you by downloading from <https://go.lehigh.edu/evalkit>)
- 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. Department Chairperson Summary Letter addressed to candidate
- B. Faculty Candidate Response to Summary Letter
- C. (Optional) Additional Information
- D. (If applicable, for Joint Appointments) Special Committee Summary Letter addressed to candidate (1 letter)
- E. (If applicable, for Joint Appointments) Candidate's response to Special Committee Summary Letter or declination to respond