



TERMED FACULTY PROMOTION 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 termed faculty (**Assistant and Associate teaching and research faculty**).

The Office of the Provost requires certain elements are included in the faculty portfolio for Promotion Review. Each individual college may require additional materials; thus, department chairs should consult with the Dean's office regarding any additional requirements.

Section I. Faculty Candidate List of Materials

- A. Curriculum Vitae
- B. Candidate's statement on Teaching and/or Research, and Service, as appropriate to the candidate's responsibilities. This statement(s) should discuss the candidate's own contributions in relevant area. **DO NOT EXCEED THREE PAGES IN THIS SECTION.**
- C. **(For faculty with teaching responsibilities)** Student Course Evaluation Tabular Listing (Provided directly to you via email by the Office of Institutional Research): this includes data since the year prior to the date of your last appointment
- D. **(For faculty with teaching responsibilities)** Student Course Evaluations (available to you by downloading from <https://go.lehigh.edu/evalkit>): this includes data since the year prior to the date of your last appointment
- E. (Optional) COVID Impact Statement
- F. Sample Course Materials (syllabi, tests, assignments) **DO NOT EXCEED 30 PAGES IN THIS SECTION.**
- G. (Optional) Additional materials required by College or Department

Section II. Department Chair List of Materials

- A. Special Committee Summary Letter (addressed to the dean, shared with the candidate)
- B. Faculty Candidate Response to Summary Letter or Declination to Respond
- C. Percentage Effort Breakdown (example 50% service/ 50% teaching) and **Summary of Responsibilities for the Upcoming Appointment**
- D. (If applicable) Program Director Letter
- E. Special Committee Recommendation and Voting Counts
- F. (Optional) Additional materials required by College or Department

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
- D. (Optional) Additional materials required by College or Department

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