



TRIENNIAL REVIEW SCHEDULE

This schedule should be used for triennial reviews of tenured Associate Professors.

See R&P 2.2.4.2, "Triennial reviews of tenured Associate Professors," for detailed information on the process.

Please address questions or concerns to Janele Krzywicki at 8-3165 or jak511@lehigh.edu or rof2@lehigh.edu

By 1 May – The Provost's Office will provide the Deans' offices a list of all tenured Associate Professors due for a triennial review in the fall.

By 15 May – The Deans' offices will confirm list of scheduled reviews or respond with corrections.

By 1 June – Faculty members who wish to postpone their scheduled required triennial review for one year must submit a written request to the Dean through the Department Chair.

By 1 July – The Dean decides on postponement requests with notification to the Provost.

During the month of July - The Provost Office will update triennial review schedules in Banner according to approved postponements, and upload candidate names for review to Lyterati.

15 August – Candidates can begin to upload materials to Lyterati (see Checklist).

By 15 October – Candidates submit completed dossier to the Department Chair level in Lyterati.

Late October and during the month of November - The Department Chairperson will review the dossier and give access to faculty evaluators involved in the review process. A meeting is convened to discuss the case. The Chairperson writes and circulates a summary evaluation letter among faculty evaluators for approval. The chair then provides a copy to the candidate without disclosing the statements or opinions of individual evaluators. The Associate Professor must provide a written response or declination to respond to the summary evaluation letter.

By 1 December – The Chairperson uploads the summary letter and candidate's response to Lyterati and completes all required fields in the system. The dossier is forwarded to the College Level Administrator's level in Lyterati to complete a quality check before submitting to the Dean's level.

By 31 December – Dean reviews the online dossier and submits to the Provost's Level in Lyterati.