

**Lehigh University Provost's Office**  
**Professors of Practice and Lecturers Recruitment and Initial Appointment**  
**Checklist – Appointment without a Search**

**Part I Hiring Proposal:**

The Department Chair will discuss with the Dean the proposal to hire an individual as a Professor of Practice or Lecturer without a search. If the Dean approves the proposal, he/she will discuss the hiring proposal with the Provost. The Dean and Provost may request written information prior to approving the proposal to hire without a search, such as: curriculum vitae and reference letters of the individual under consideration; plan for interviewing the candidate; an explanatory letter from the Dean and/or Department Chair indicating the proposed salary and the rationale for selecting this candidate for the position.

A= Candidate  
B= Department chair  
C= College dean

**Materials to be included:**

**Part II Hiring**

Date   Supplied by:

- \_\_\_\_\_ A, B, C   1. After the Provost approves the hiring proposal (above) and before any commitments (formal or informal) are made to the candidate of choice, the department prepares the following packet for the Dean's and Provost's approval:
- a. Faculty Employment Request Form
  - b. Recommendation for Appointment
  - c. Current curriculum vitae
  - d. Reference letters for candidate of choice (may be waived for faculty continuing service at Lehigh)
  - e. Recommendation letter from the Department Chair, which includes results of the department vote
- \_\_\_\_\_ B, C   2. If the Dean approves the Department Chair's recommendation, he/she will forward the packet, with his/her own recommendation letter, to the Provost. The Dean's letter to the Provost will include any startup package and other approved conditions of employment to be used in the offer letter. Once approval has been given to make an offer, the Provost's office has the sole responsibility of issuing the "official" appointment letter for the university that will contain specific responsibilities of the position, all conditions of employment, and the salary and other compensation arrangements. The Provost has communicated that Chairs and the Dean will not make any other commitments (verbal or written) that are in addition to the official appointment letter. Any such additions will lead to the closing of the search without an appointment.

**FACULTY EMPLOYMENT REQUEST FORM**

|           |            |
|-----------|------------|
| Requestor | Department |
|-----------|------------|

**SECTION A – POSITION INFORMATION**

Complete for all faculty positions. Include position rank and hiring range for all faculty positions. If this is a new position or an existing position for which you plan to change duties and responsibilities, contact the Provost's Office.

|                |  |                        |
|----------------|--|------------------------|
| Position title | Initial appointment level<br><input type="checkbox"/> Assistant <input type="checkbox"/> Lecturer<br><input type="checkbox"/> Associate <input type="checkbox"/> Instructor<br><input type="checkbox"/> Professor <input type="checkbox"/> Prof. of Practice | Hiring range<br><br>to |
|----------------|--|------------------------|

|                        |   |  |
|------------------------|---|--|
| Field of concentration | Tenure Track Position<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Initial appointment<br><input type="checkbox"/> Without Tenure<br><input type="checkbox"/> With Tenure |
|------------------------|---|--|

|                         |   |  |
|-------------------------|---|--|
| Date position available | <input type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Temporary (through ) | Approved in university budget<br><input type="checkbox"/> New position <input type="checkbox"/> Existing position<br><br>Not approved in university budget<br><input type="checkbox"/> New position<br><input type="checkbox"/> Change in full-time equivalent (from    to    effort)<br><input type="checkbox"/> Change in position level |
|-------------------------|---|--|

**SERVICE MONTHS**

If other than a typical nine-month appointment in an academic department, please specify

| Position number | Account number | Account name | Duration of support | Total Budget available |
|-----------------|----------------|--------------|---------------------|------------------------|
|                 |                |              | On-going            |                        |
|                 |                |              | On-going            |                        |
|                 |                |              | On-going            |                        |

**INCUMBENT DATA**

Name                      Date of change

Reason for termination/transfer

If transferred, to what Lehigh department

**POSITION DESCRIPTION SUMMARY**

**POSITION REQUIREMENTS**

Education:

Relevant teaching and research experience:

Other qualifications:

**SECTION B – POSITION APPROVAL**

The Provost Office will review requests for all positions to confirm budget availability. All positions funded by research accounts (429000-643999) also require approval from the Office of Research and Sponsored Programs.

The Provost Office will notify the requesting department of approval by returning the original form. The faculty search process may begin upon receipt of the required approvals.

| ROUTING  | DECISION                             | INITIALS | DATE |
|--|--------------------------------------|----------|------|
| Department Chairperson                                     | _____ Approved    _____ Not approved |          |      |
| Academic Dean  | _____ Approved    _____ Not approved |          |      |
| Office of Research & Sponsored Programs<br>(if applicable) | _____ Approved    _____ Not approved |          |      |
| Provost*   | _____ Approved    _____ Not approved |          |      |

***\*Copy to Resource Management upon approval.***

Remarks

