

Lehigh University – Provost’s Office

Alumni Memorial Building

SCHEDULE FOR REAPPOINTMENT REVIEW IN 2009-2010 For Lecturers and Professors of Practice whose appointments end Spring 2010 (on or before August 14, 2010)

See the *Portfolio Guidelines for Review of Lecturers and Professors of Practice* and Reappointment Checklist for additional information about the reappointment process. Each college may require additional materials; thus department chairs should consult with the Dean’s office regarding any additional requirements.

Please address questions or concerns to Jean Soderlund at 85891 or jrsa@lehigh.edu.

By 19 June 2009 – Provost’s office will send a list of lecturers and professors of practice whose appointments end by August 14, 2010 to the dean’s office.

By 1 October 2009 - The dean’s office will confirm the list of candidates for reappointment with the provost’s office. If it is clear at this point that the position will not be continued past the current appointment, the department chair will inform the lecturer/ professor of practice in writing.

The dean’s office will establish a reappointment schedule for lecturers and professors of practice that works best for the individual college. In order to provide four months notice of reappointment or non-reappointment to the candidate, the portfolio must be sent by the dean to the provost by 15 March 2010. Please note that because of funding issues, the college may not be able to meet this deadline and thus it may not be possible to give professors of practice four months notice. Notice of reappointment or non-reappointment will be given as soon as possible. The department chair will inform the professor of practice about any problems in providing four months notice.

Steps in Reappointment Process:

1. For Professors of Practice with significant program responsibilities, the dean will appoint one or more voting faculty from the program to participate and vote in the evaluation.
2. Candidates for reappointment compile their portfolio (see Guidelines and Checklist) for review by the department/program faculty evaluators.
3. The department chair convenes a meeting of department/ program faculty evaluators to discuss the candidate’s portfolio. The faculty evaluators vote formally at this meeting whether or not they support reappointment. If the faculty evaluators support reappointment, the review process continues. If the faculty do not support reappointment, the department chair will send a letter of non-reappointment to the candidate, with copies to the dean and provost.
4. The department chair solicits individual written letters from department/ program faculty evaluators and also writes an individual letter. (Individual faculty letters are required for reappointments of three years or more.) The department chair writes and circulates a

department summary among department/program faculty evaluators and forwards to the dean the candidate's portfolio, department summary, and individual faculty letters (if required).

5. **By 15 March 2010**– If the dean approves the reappointment, he/she makes the recommendation to the provost. Official portfolios, including all original letters, are sent to the provost's office. See checklist for contents and organization of the reappointment portfolio. If the dean does not approve the reappointment, he/she will discuss the decision with the department chair.

6. **By 14 April 2009**– Provost reviews reappointment portfolio and sends letter of reappointment or non-reappointment to the candidate, with copies to the dean and department chair.