DATE: January 2017

SCHEDULE FOR FIRST REAPPOINTMENT REVIEW IN FALL 2017
For Faculty appointed in Spring 2016 and Faculty with tenure-clock extensions whose appointments end December 2017

See R&P 2.2.7,* the Portfolio Guidelines for Review of Tenure-Track Faculty and the Tenure-Track Faculty 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. *For joint appointments see R&P 2.2.3.1.

Please address questions or concerns to Bob Flowers at 83165 or rof2@lehigh.edu.

By 31 January 2017 - The Provost’s Office will make sure that online Faculty Banner records of untenured faculty are up-to-date. Upon request, the Provost’s Office will send a hardcopy list to the Dean’s Office.

By 14 March 2017, Preliminary Deadline - The Dean’s Office and departments should check these lists and return any corrections to the Provost’s Office.

By 2 June 2017, Final Deadline - Dean’s office will confirm final list of candidates for reappointment with the Provost’s office.

By 19 September 2017 - First reappointment candidates compile their portfolio and supplementary materials (see Guidelines and Checklist) and make them available to department/program faculty evaluators. The Chairperson convenes a meeting of department/faculty evaluators to discuss the merits of the case and solicits individual written letters. The Chairperson also writes an individual letter.

By 3 October 2017 - Chairperson writes and circulates department summary among department/program faculty evaluators, without disclosing the statements or opinions of individual evaluators in the summary letter. The Chairperson provides the candidate with a written summary of the department evaluation and informs the candidate that he or she has the right to write a response to the departmental evaluation. The Chairperson forwards to the Dean the candidate’s portfolio and supplementary materials, department summary, the candidate’s response (if any and, if not, the candidate’s intent to decline), and individual faculty letters.

By 24 November 2017 - Dean prepares recommendation to the Provost. The Dean provides the candidate with a written summary of this evaluation, giving a copy to the department Chairperson. If the dean is in disagreement with the department recommendation, he/she will follow the steps indicated in R&P 2.2.7.4. Official portfolios, including all original letters, are sent to the Provost’s office. See checklist for contents and organization of reappointment portfolio.

By 12 December 2017 - Provost reviews reappointment dossier and, if the Provost and department are in agreement, issues a letter. If the Provost is in disagreement with the department recommendation, he will follow the steps indicated in R&P 2.2.7.4.