SCHEDULE FOR SECOND REAPPOINTMENT REVIEW IN SPRING 2019
For Faculty appointed in Spring 2016 and Faculty with tenure-clock extensions
whose appointments end December 2019

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 Robert Flowers at rof2@lehigh.edu or 83165.

By 31 January 2018 - 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 2018, Preliminary Deadline - The Dean’s Office and departments should check
these lists and return any corrections to the Provost’s Office.

By 1 June 2018, Final Deadline - Dean’s Office will confirm final list of candidates for
reappointment with the Provost’s Office.

By 1 February 2019 - Second 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 27 February 2019 - 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 4 April 2019 - 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 15 August 2019 - 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.