Lehigh University Provost’s Office
Candidates for Tenure and/or Promotion
Checklist

Materials to be included in faculty portfolio: Each college may require additional materials; thus department chairs should consult with the Dean’s office regarding any additional requirements. Please arrange materials forwarded to the Provost’s Office in the following order, in a three-ring binder, with clearly marked divisions between Parts I, II, III, and IV.

Department chairs, faculty evaluators, and candidates should consult the Guidelines for Review of Tenure-Track Faculty for more information on preparing the portfolio.

A= Candidate
B= Department chair, faculty
C= College dean, promotion and tenure committee

Part I Recommendations: The originals must be sent to the Provost’s Office.

Date Supplied by:

__________ B, C 1. Recommendation form for Tenure/Promotion with signatures
__________ C 2. Dean’s letter
__________ C 3. Letter of college promotion and tenure committee with signature of each committee member
__________ B 4. Department summary letter addressed to Dean
__________ A 5. Candidate’s response to department summary (if any)
__________ B 6. Individual signed letters of department/program faculty evaluators, including department chair

Part II Candidate’s portfolio: Please consult the Guidelines for Review of Tenure-Track Faculty for more information.

__________ A 7. Curriculum vitae
__________ A 8. Candidate’s statement on research, teaching, and service, including the significance and impact of the candidate’s own contributions in each of these areas (see Guidelines)
__________ A 9. Chronological list of courses taught with number of credits per course, and the number of grades assigned in each course
__________ A 10. Advising, including non-majors: indicate number of students advised, the dates of service, and the advisory format (frequency of contact, individual or group meetings)
__________ A, B 11. Student course evaluation summary reports for all courses at Lehigh (for tenure candidates) and a minimum of the last three years (for candidates for promotion to full professor)
__________ B 12. Reports of peer observations of the candidate in a classroom context may be included and can be required by a college
Part III  Research and Scholarship: Please consult the Guidelines for Review of Tenure-Track Faculty for more information.

__________  B  13. Original letters of external evaluators: minimum 5, please consult college guidelines for additional requirements.

__________  A,B  14. Short written statement of how well and in what capacity each evaluator may know candidate. The list of evaluators must include only those individuals who submit letters.

__________  B  15. Summary of each external evaluator’s stature in field or 1-2 page curriculum vitae

__________  B  16. Copy of one representative letter sent to external evaluators

__________  B  17. Background information on stature of journals, book publishers, conferences, performance/exhibit venues, etc.

__________  A,B  18. Citation data for the candidate’s published works (if appropriate for the field)

Part IV  Supplementary documents (No more than 30 pages)

__________  A  19. Sample syllabi, tests, assignments

__________  A  20. Additional supporting materials such as commendations, student letters, etc. (optional)

Please note: The College/Department guidelines must be available for consultation by department and college evaluators.