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.

Department Chairs, faculty evaluators, and candidates should consult the Guidelines for Review of Tenure-Track Faculty for more information on preparing the portfolio at: https://www.lehigh.edu/~inprv/pdfs/ReapptPTGuidelinesupdated050212.pdf

A = Candidate    B = Department Chair, Faculty    C = College Dean, Promotion and Tenure Committee

Part I Recommendations and Responses:

Date Supplied by: (A, B or C)

1. Recommendation for Tenure / Promotion form with signatures
2. Dean’s letter
3. Candidate’s response to Dean’s letter or declination to respond
4. Letter from college Promotion and Tenure Committee with signature of each committee member
5. Department summary letter addressed to Dean
6. Candidate’s response to department summary or declination to respond
7. Individual signed letters of department/program faculty evaluators, including department chair
8. For Faculty with Type 1 Joint Appointments:
   Special Committee summary letter addressed to Dean
9. Candidate’s response to Special Committee summary or declination to respond
10. For Faculty with Type 1 Joint Appointments:
    Individual signed letters of Special Committee evaluators

Part II Candidate’s Portfolio:

11. For Assistant Professor Tenure Candidates:
    Copies of candidate-signed First and Second Reappointment letters from the Provost
12. For Assistant Professor Tenure Candidates:
    Copies of Dean’s summary letters from First and Second Reappointment
    (per R&P 2.2.7.3 approved May 2016)
13. For Tenure at the Rank of Associate Professor Candidates:
    Copy of candidate-signed First Reappointment letter from the Provost
14. For Tenure at the Rank of Associate Professor Candidates:
    Copy of Dean’s summary letter from First Reappointment
    (per R&P 2.2.7.3, approved May 2016)
15. Curriculum vitae
16. Candidate’s statement on research, teaching, and service, including the significance and impact of the candidate’s own contributions in each of these areas.
   Note: please do not exceed ten pages in this section
17. Chronological list of courses taught with number of credits per course, and the number of grades assigned in each course

over
18. Advising, including non-majors: indicate number of students advised, the dates of service, and the advisory format (frequency of contact, individual or group meetings)

19. Student course evaluation summary reports for a minimum of the last three years preceded by a tabular listing of the global questions (questions 1, 2, & 14 for semesters prior to fall 2018; questions II to I6 for fall 2018 semester to present) by semester for courses taught at Lehigh will be provided via email by the Office of Institutional Research.

20. For faculty with Joint Appointments:
   Copy of the approved Memorandum of Understand (MOU) Form

21. Reports of peer observations, if available, of the candidate in a classroom (context may be included and required by a college)

Part III Research and Scholarship:

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

23. Short written statement of how well and in what capacity each evaluator may know the candidate. The list of evaluators must include only those individuals who submit letters

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

25. Copy of one representative letter sent to external evaluators

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

27. Citation data for the candidate’s published works (if appropriate for the field)

Part IV Supplementary Documents: (No more than 30 pages)

28. Sample syllabi, tests, assignments

29. Additional supporting materials such as commendations, student letters, etc. (optional)