TENURED ASSOCIATE PROFESSOR TRIENNIAL REVIEW
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 R&P and any college and departmental guidelines for promotion and tenure.

A = Candidate    B = Department Chair, Faculty

Part I Recommendations (Required)
Supplied by: (A or B)
1. Department summary letter addressed to faculty member

2. Candidate’s response to Chairperson’s letter or declination to respond

Part II Candidate’s Portfolio (Required)

3. Curriculum vitae or resume

4. Promotion Plan
   Note: Not to exceed two pages

5. 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: Do not exceed ten pages in this section

Part III Supplementary Documents: (Optional)

6. 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 11 to 16 for fall 2018 semester to present) by semester for courses taught at Lehigh. The Office of Institutional Research and Strategic Analytics can provide this information should the candidate wish to include as part of the dossier. Candidate must reach out to OIRSA to place a request for the information.

7. Sample syllabi, tests, assignments
   Note: Do not exceed twenty pages in this section

8. Additional supporting materials such as commendations, student letters, etc. (optional)
   Note: Do not exceed twenty pages in this section

7/9/2021