See the Portfolio Guidelines for Review of Lecturers and Professors of Practice and 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.

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

In order to provide four months notice of reappointment or non-reappointment to the candidate as suggested by R&P, the candidate’s portfolio must be sent by the dean to the provost by 15 February 2019. Please note that because of funding issues, the college may not be able to meet this deadline and thus it may not be possible to give professors of practice four months notice. Notice of reappointment or non-reappointment will be given as soon as possible. The department chair will inform the professor of practice about any problems in providing four months notice.

Steps in Reappointment Process:

By 12 June 2018 - For Professors of Practice with significant program responsibilities, the dean will appoint one or more voting faculty from the program to participate and vote in the evaluation.

By 15 June 2018 – The Provost’s Office will provide each college with a list of Professors of Practice and Lecturers whose appointments ends on or before August 14, 2018 and should be included in the reappointment process. The college will notify the Provost Office of any discrepancies in the list.

By 2 November 2018 - Candidates for reappointment compile their portfolio (see Guidelines and Checklist) for review by the department/program faculty evaluators.

The department chair convenes a meeting of department/program faculty evaluators* to discuss the candidate’s portfolio. In the case of a 1-2 year reappointment the faculty members vote and the department chair submits a written recommendation of appointment or non-reappointment to the dean. This recommendation, along with the candidate’s portfolio is forwarded to the dean.

In the case of a 3-5 year reappointment, the department chair solicits individual written letters from department/program faculty evaluators and also writes an individual letter. The department chair writes and circulates a department summary among the department/program faculty evaluators.

By 14 December 2018 - The summary letter of reappointment or non-reappointment is forwarded to the dean with the candidate’s portfolio and individual faculty letters (if required).
In COE, the chairperson convenes the faculty members in the candidate’s program.

By 15 February 2019 – The dean reviews the dossier and department recommendation and provides a recommendation of reappointment or non-reappointment to the provost. Official portfolios, including all original letters, are sent to the provost’s office. See checklist for contents and organization of the reappointment portfolio. If the dean does not agree with the department recommendation, the dean will meet with the department to discuss the case*.

By 17 April 2019 – Provost reviews reappointment portfolio and sends letter of reappointment or non-reappointment to the candidate, with copies to the dean and department chair.

*For College of Education, the dean will meet with the faculty members of the candidate’s program.