

## **Preparing Materials for Annual Review, Reappointment, Tenure, Promotion, and Triennial Review**

For all faculty reviews you should first consult the Provost's Tenure and Promotion Guidelines ([http://www.lehigh.edu/~inprv/tenure\\_promotion\\_guidelines.html](http://www.lehigh.edu/~inprv/tenure_promotion_guidelines.html)) and the Guidelines of the College of Arts and Sciences (<http://cas.lehigh.edu/casweb/Content/default.aspx?pageid=12>) to insure that your materials conform to those requirements. Below you will find some specific procedures that are followed in the Psychology Department.

### ***Annual review for assistant professors.***

- Should be placed in a manila folder clearly marked with your name and what review it's for (e.g., "3<sup>rd</sup> year annual review")
- Electronic files of CV, and Teaching, Research and Service Statements should also be sent to the chair who will forward files to tenured faculty or you may choose to place these items in a clearly labeled folder on the Psychology Department shared (I) drive.

Include in the folder:

- Updated CV- in the format requested by the Provost
- Most recent PAR (which will provide listings of research products; courses taught plus enrollments and evals, students mentored, etc.; and service activities)
- Updated Teaching, Research and Service Statements as requested by the Provost
- For 3<sup>rd</sup> and 5<sup>th</sup> year annual evaluations also include brief progress report on each domain (teaching, research, service) focusing on recent accomplishments and current activities and goals
- small sample of supporting documents including any new or significantly updated grant proposal(s), manuscripts, and course syllabi

The tenured faculty may occasionally request additional materials.

### ***Reappointment Reviews for Assistant Professors and Triennial Reviews for Associate Professors.***

- Should be placed in a 3-ring binder clearly marked with your name and what review it's for (e.g., "2<sup>nd</sup> reappt review.")
- Include labeled sections for vita, the three domains (teaching, research, service), and supplementary materials (teaching and research)
- Bulky supplementary materials are usually best placed in inserts with pockets within the binder.
- Also provide electronic files (email to the chair or preferably create a clearly labeled folder on the Psychology Department shared drive) with as many of the documents in the binder as possible.
- We encourage you to run the materials by the chair at least a few days in advance of the due date in case revisions are advisable

- Make sure you keep a copy of all materials in your binder to facilitate the process of updating for the next review.

Include in the binder:

- Updated vita
  - the vita must be in the format specified in the Provost's Guidelines.
  - be sure that papers not in print nor formally in press are clearly indicated as such (follow APA style in citing). If a paper is "almost accepted," you can indicate this in your narrative/summary of changes.
- Narrative statement on each domain (teaching, research, and service).
  - service statement should provide:
    - a list of service activities
    - brief narrative comments about activities/contributions/ innovations within the service role
    - include a brief summary paragraph indicating what has changed since the last major review (for asst profs = the reappointment review; for assoc, = the last triennial or the tenure review, whichever is more recent) – which may include activities completed, new ones begun
  - research statement should provide:
    - overview of the program of research
    - discussion of various lines of research, making clear their relation to the overall program;
    - at the end of each section (on a line of research), indicate which publications/proposals/mss. in prep or under review, etc., pertain to this line of research
    - include a brief summary paragraph indicating what has changed since the last major review – which may include experiments begun or completed, papers drafted, submitted, or accepted, grant proposals written, etc.
  - teaching statement should provide:
    - teaching philosophy and approach to teaching specific courses
    - discussion of innovations, challenges, goals, new courses, etc.
    - a comprehensive, chronological list of all courses taught, credit hours and number of grades assigned for each (since arrival for asst profs; since the tenure review for associate profs)
    - a list of students (UG and grad) mentored in various capacities.
    - Include a brief summary paragraph indicating what has changed since the last major review (courses added, changed, etc.)
- Supplementary materials including:
  - for research:
    - all *unique* grant proposals (for asst, since arrival at Lehigh; for assoc, since the tenure review). (If two similar proposals have been submitted to different

agencies, or if a revised version has been submitted, include only the most recent/best example)

- all published papers and/or manuscripts representing your recent research (for asst, since arrival at Lehigh; for assoc, since tenure)
- any other miscellaneous research-related materials you wish to present (.e.g, lists of reviewing and other research-related professional activities if not reported elsewhere; communications from grant officers indicating likely funding, etc. )

for teaching:

- a copy of the course and instructor evaluation statistics generated by the Office of Institutional Research for each applicable course (for asst, since arrival at Lehigh; for assoc, since tenure)
- representative syllabi, exams, assignments.

***Tenure/Promotion Reviews for Assistant Professors and Promotion Reviews for Associate Professors.***

- Please consult the Guidelines from the Provost and CAS and work directly with the department chair to insure that all aspects of these reviews occur correctly and on schedule.

Updated 6/15/2010