RULES AND PROCEDURES

OF THE FACULTY OF LEHIGH UNIVERSITY

AND RELATED INFORMATION

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Rules and Procedures of the Faculty of Lehigh University
Preamble to Shared Governance at Lehigh University

The mission of Lehigh University is to advance learning through the integration of teaching, research, and service to others. To be successful, there needs to be a high level of collegiality and a strong sense of joint purpose and responsibility among all members of the community. An environment that fosters the free flow of information and ideas requires the implementation of a governance system that empowers individuals to voice their analyses, concerns, and recommendations, and to participate meaningfully in decisions that affect the teaching, research, and the institutional evolution of the university.

An effective governance structure will ensure that the interests of all constituents—the Board of Trustees, Administration, Faculty, Staff, and Students—are represented while recognizing that each group has the responsibility and authority over different aspects of institutional life and function as summarized in the University Bylaws.

1. Faculty Shared Governance

1.1 Faculty Shared Governance

Effective shared governance requires faculty to be informed and provide their opinion via consultation and shared decision-making in key areas including, but not limited to, those listed below. However, any such list is, by definition, dynamic and should evolve with changes at the University. Faculty consultation and/or shared decision-making should be sought whenever substantial choices are being considered even if the category is not listed below.

a) Consultation. Areas of shared governance where the faculty seek greater consultation include: i) Long-term University planning, fundraising, and budget priorities; ii) University operation of facilities and provision of services; and iii) Research facilities and finance.

b) Shared decision-making. Areas of shared governance where the faculty seek greater shared decision-making include: i) Development of policies and programs to implement long-term university plans; ii) Academic employment policies; and iii) Student conduct and campus culture development.

c) Faculty responsibility. Areas of shared governance where the faculty retain responsibility encompass undergraduate and graduate educational requirements and procedures.

1.1.1 Rules of Order

The parliamentary authority for the Lehigh University Faculty Senate is Robert's Rules of Order Newly Revised (11th Edition). A University Parliamentarian shall be appointed by the President from among the senior members of the faculty. (See R&P 1.1.3)

1.1.2 University Faculty

The voting faculty members of the faculty (tenure track and tenured) are those with the rank of assistant professor, associate professor, or professor. Instructors with full-time academic appointments in teaching or research, are also voting members of the faculty, provided that they are not candidates for a Lehigh degree. Also included as voting faculty members are the President, Provost, the Deans of each of the five colleges, and the Vice Provost for Library and Technology Services. See R&P 2.2.2.2 Voting Guidelines, for the voting rights of other faculty.

1.1.3 University Parliamentarian

The University Parliamentarian shall be a voting member or emeritus member of the University Faculty appointed by the President. The University Parliamentarian advises the Chair of the Faculty Senate on how to adhere to Roberts Rules in chairing meetings of the Faculty Senate and or University Faculty meetings; serves as an ex officio—non-voting—member of the Senate, providing and advising how to adhere to R&P; and, when asked to do so by the Provost, resolves inconsistencies in R&P. (See R&P 1.2.7.2)

1.1.4 Secretary of the Faculty

The Secretary of the Faculty shall be elected annually by electronic ballot in the Spring Term and shall be eligible for reelection. The term of the Secretary begins on July 1. The Secretary's duties shall include service as recording secretary and archivist. Older Archival materials will be in the custody of the University Libraries.

The Secretary of the Faculty shall record and distribute the minutes of the: Faculty Senate; and the Faculty at a duly constituted meeting of the Faculty. As Archivist, the Secretary shall superintend and be responsible for all correspondence, records, and minutes of the: Faculty Senate; and other formal Faculty meetings and shall receive all reports or documents of Faculty and/or Senate Committees. The Secretary shall maintain a current list of voting members of the Faculty.

The Secretary shall be responsible for preparing and distributing copies of legislation adopted by the Trustees, the Faculty Senate, or the Faculty. On behalf of the Faculty, the Secretary shall affix their signature to all diplomas.

1.1.5 Departmental Administration

The department is the setting within which the faculty carries on the main business of the university. A departmental faculty is an aggregation of experts in different areas of a larger field. Each member may, therefore, be expected to make a unique contribution to the work of their department. From their particular vantage point, each may be expected to have views worthy of consideration about the operation of the department and its educational policies and programs. It is in the best interest of the department and of the university if the departmental atmosphere encourages a free interchange of ideas. No system of organization can in itself assure an efficient and harmonious departmental operation. But clearly the situation most conducive to the desired end is that in which those upon whom the responsibility for decision ultimately must rest and those who must work in the context created by those decisions have a mutual respect for each other's opinions, rights, and responsibilities.

The chief administrative officer in the department is the chair. They are responsible for the administration and development of the department under the rules of the university. They are responsible for the development of education policies within the department. They represent all of the faculty of the department in matters requiring higher administrative approval. They report to the dean of the college. In matters of educational policy and its administration, they should seek the advice of members of the department.

The chair of the department is appointed by the president, but this responsibility is normally delegated to the vice president and provost. The appointment is for one year and, in the absence of any recommended action to the contrary, for two additional one- year terms, a total of three years. The administration will consult with tenured and tenure track members of the departmental faculty and other appropriate persons before an initial appointment and before reappointment not less often than once every three years thereafter. In the event a search committee is formed to select a departmental chair, that committee will be appointed by the president (or designated representative) and will be chosen from tenured and tenure track faculty members of the department and, where appropriate, closely related departments. Appointments should normally be in conformity with department members' judgment; but when the president feels it necessary to overrule such judgment, there shall be further communication with department members regarding the basis for the departure from normal procedures. When it is in the interest of the department and the university as a whole, appointments will be renewed. When circumstances make it desirable, the appointment may be changed.

1.2 Faculty Senate

1.2.1 Mission of the Faculty Senate

The Faculty Senate shall strive to institutionalize and facilitate shared University governance among the Faculty, Administration, and Board of Trustees. The Senate is the primary vehicle of Faculty

participation in shared University governance and should be the "voice" of the Faculty. The Senate Chair will be the primary advocate respecting Faculty issues and opinions and the official representative of the Faculty to the Administration and the Board of Trustees.

Extensive and intensive communication is crucial to shared governance. The Senate will energetically seek to inform the Faculty in detail about all relevant discussions and occurrences especially in exigent circumstances. It shall continuously engage in detailed consultation with the Administration and the Board of Trustees, and unambiguously state the Senate's best judgment concerning University planning and operations to the Faculty, the Administration, and the Board of Trustees. Consistent with privacy concerns, the Faculty Senate reserves the right to request, and receive in a timely manner, data on University Operations as well as to obtain verbal or written reports from the University administration and to make recommendations directly to the President, Provost, and the Board of Trustees.

The Senate shall receive and consider information in a timely manner, make recommendations, and pass resolutions concerning matters of general university interest including all educational and research endeavors, hiring policy, the tenure and promotion system, and campus life and report this to the Faculty at large. In the spirit of shared governance, the Administration shall ensure that the Faculty Senate is notified in a timely manner of any and all substantive contemplated changes in policy, plans, or procedures.

To accomplish its mission, the Senate shall:

1) Strive to protect academic freedom, the Faculty appointment and promotion processes, the tenure system, and encourage excellence and fairness within the Faculty, student body, and the university as a whole;
2) Execute the shared decision making power of the Faculty regarding all University shaping and strategic initiatives including long-term planning and budget;
3) Provide opportunity for its members to obtain full information about, discuss and express their views upon any matter that they deem of interest to the Faculty and to make recommendations to the University Faculty and Administration and pass resolutions with respect thereto;
4) Routinely act for the University Faculty on substantial policy issues and, subject to the restrictions given in R&P 1.2.7 may revise the Senate operating procedures and bylaws.

The university Faculty, acting with the approval of the board of trustees, grants all degrees conferred by the university. The Senate, on behalf of the university Faculty, may delegate any of this responsibility to an officer of the university, to a committee, or to any other group.

1.2.2 Size and Composition of the Faculty Senate

The Senate shall be composed of voting members of the university Faculty, and excluding non-voting members, the Senate will be equal in size to five per cent of the voting members of the university Faculty rounded up to the nearest whole odd number or 33 members—whichever is less (see R&P 1.1.2). Any voting member of the university Faculty who is serving: in a full-time administrative position, as Department Chair, or as a College Associate Dean is ineligible to serve in the Faculty Senate.

Ex officio—non-voting—members of the Senate include: The University President, Provost, and College Deans; the Secretary of the Faculty; the University Parliamentarian; the President of the Student Senate; and the President of the Graduate Student Senate.

The voting members of the Senate will be elected directly by their Colleges. These elections will be completed, and results posted no later than May 1st. Representation of each College among the elected members of the Senate will be proportional to the number of voting members of each college (rounded to the nearest whole number), such that, each college will have at least three Faculty Senators, and the number of elected Faculty Senators from any one college shall be no more than 45 percent of the total number of elected senators. Each College shall ensure that the composition of their respective Senate representatives reflect their existing divisions or structures. To accommodate routine changes in number of Faculty, the size and distribution of Senate membership may be adjusted every leap year. In the event of significant changes to the faculty composition (e.g. the creation of a new college), the size and distribution of Senate membership will be adjusted at the beginning of the first Fall semester following the change.

The regular Senate term will begin on July 1st. The standard term of an elected member of the Senate will be four years unless the member is completing the term of another Senator. With a single exception, any Senator who has served two sequential terms is ineligible for re-election until after a full two-year absence from the Senate. The exception is when the Senate Chair extension in office would put them beyond the eight-year mark. In this case, the Chair will remain in the Senate until the end of their tenure in office.

If the Senate upon a two-thirds vote recommends that a College consider replacing one of their representatives in the Senate, the relevant College will vote either to remove this representative or keep them in the Senate. A Senator under consideration for replacement may not cast a ballot in the Senate vote pertaining to the decision to replace them. If a College decides to remove one of their elected members from the Senate then a vote of the College Faculty is required. The College Dean will then inform the Chair of the Faculty Senate of the removal and provide the Chair with the name of the replacement on the Senate. A replacement will serve the rest of the term of the removed Faculty member.

1.2.3 Senate Leadership

1.2.3.1 Chair of the Senate (October 2026)

The Chair of the Senate - as the senior representative of the Faculty and the leader of the Faculty component of the University governance system - shall be a Tenured Associate or Full Professor and a current member of the Senate. The Chair will serve a two-year term with the possibility of a single two-year extension in the case of extraordinary circumstances such as the absence of a Vice Chair. The Chair will notify the Executive Committee requesting an extension at least two weeks before the final Senate meeting of the academic year. An extension for the Chair requires a majority vote of the Senate.

Except in the extraordinary circumstances discussed below, a new Vice Chair will be elected at the final Senate meeting of the academic year by a majority vote from the current voting members of the Senate for a two-year term. To be elected as Vice Chair, a faculty member must be a current member of the Senate or a Senator-elect.

If the Chair has reached the end of their term in office or the position of Chair is otherwise vacant, then the Vice-Chair will automatically become Chair of the Senate unless two-thirds of the Senate vote to block this automatic promotion. If the Senate votes to block this promotion or the position of Vice-Chair is vacant, the Senate will elect a new Chair and Vice-Chair by a majority vote as soon as possible.

If at the end of their term as Vice-Chair, the current Chair has received an extension then the Vice-Chair will serve an additional two years as Vice-Chair unless two-thirds of the Senate votes to block this extension. However, if a two-year extension of the Vice-Chair would result in him or her continuously serving more than eight years in the Senate then the Senate will elect a new Vice-Chair by a majority vote.

Senate Chair and Vice-Chair shall be exempt from any substantial Faculty service commitments at Lehigh. The Chair and Vice-Chair will negotiate with the Provost concerning an appropriate offset for their substantial time commitment

The Senate Chair will:

1) Lead the Executive Committee of the Senate;
2) Chair at least one Senate meeting per month during the academic year;
3) Chair at least one University Faculty meeting per academic year;
4) Represent the Lehigh University Faculty to the Administration, to the Board of Trustees, and to the community;
5) To the extent agreed to by the Board of Trustees, attend meetings of the Board of Trustees; and
6) Be an ex officio non-voting member of all University Faculty Governance and Administrative Committees listed in R&P with the exceptions of the Faculty Personnel Committee (see R&P 1.3.2.3) and may attend committee meetings and reserves the right to participate in any Governance or Administrative Committee's discussion of important issues.

On behalf of the Faculty and with the advice and consent of the Senate, the Senate Chair will execute shared decision-making power regarding all University Business as outlined in Rules and Procedures of the Faculty. In order to make shared governance possible, it is critical that the Chair is notified in a timely manner of substantial University issues including, but not limited to, those listed in R&P 1.1. Such notice will enable the Chair to productively engage with members of the Senior University Leadership on matters of significance to the Lehigh community.

In the event that the Chair is absent or otherwise unable to be present, the Vice-Chair will have full authority to act on the Chair's behalf.

Upon receiving a petition to replace the Chair signed by at least a majority of the voting members of the Senate, the immediate past- Chair shall schedule a vote on replacing the Chair. This vote shall occur at the next regularly scheduled Senate meeting and the immediate past Chair shall moderate. It shall require a two-thirds vote of the Senate to replace a Chair. If the Senate decides to replace the Chair then the Vice-Chair shall immediately become the new Chair to complete the term of the former Chair. The Senate shall then elect a new Vice-Chair by a majority vote. If there is not an immediate past-Chair then the oldest member (by chronological age) of the Senate shall fulfill the responsibilities of the immediate past-Chair in a replacement vote. The Vice-Chair will not participate in a vote to replace a Chair.

1.2.3.2 Executive Committee of the Senate

The Executive Committee of the Senate is the permanent representative institution of the Faculty branch of the University governance system. It is comprised of: Senate Chair; Vice-Chair; the immediate past-Chair (if any); the University Secretary (non-voting); and one Senate representative from each College as elected for a two-year term by senators of their respective College.

The Executive committee shall:

1) Provide overarching Faculty governance at the University level;
2) Ensure that the Faculty are robustly involved in making major decisions at the University level;
3) Represent the Faculty during University emergencies that preclude consultation with Senate or when the Senate is unable to meet (e.g. during the summer / inter-session);
4) Strive for unrestricted flow of information regarding Senate business to and from the Faculty at large to include summaries of Senate discussions and any Senate decisions; and
5) Encourage a high level of faculty collegiality to include ensuring that minority voices are given a chance to be heard and that discussions or debates are carried out with respect and consideration beyond the requirements of Robert's Rules.

The duties of the Executive committee include:

1) Holding at least one meeting every two weeks during the academic year to handle regular business and/or to meet with the senior Administration officials;
2) Setting the agenda for the not-less-than eight Senate meetings each academic year as well as for the not-less-than one University Faculty Meeting each academic year.

These agendas may include items referred to the Senate from university committees, the Faculty, College Deans, Provost, President, the corporate secretary of the Board of Trustees, or other university groups. At their discretion, the Executive committee may call for a special session of the entire Faculty with seven calendar-days advance notice. In order to prevent tie votes from blocking Executive Committee action, the Senate Chair may vote once as an Executive Committee member and then, in the case of a tie vote, vote a second time as Chair to resolve the tie.

The Executive Committee shall:

1) Select a slate of university Faculty candidates to serve on Presidential and Provost Search Committees, the Search Committee shall include at least one Faculty member from this slate;
2) Be consulted regarding decisions to hire or renew College Deans, the Vice President of Research and the Vice President of LTS; and
3) Be consulted when the University is considering creating new senior administrative positions.

1.2.4 Senate Meetings

The Senate will meet at least eight times during the academic year. Each meeting of the Senate requires a quorum of 60% of the voting members to perform any business.

A vacancy in the Senate may occur when any elected member of the Senate misses two consecutive meetings or more than three meetings during an academic year or fails to properly perform their Senate service. In the case of unjustified absences, as determined by the Executive Committee, that person's College shall by election decide whether to replace the Senator. Until this election is held, the College Dean shall immediately appoint a Faculty member to fill the vacancy.

In the case where an elected Senator goes on leave, the Senate Chair, in consultation with the appropriate constituency, arranges for a replacement for the duration of the leave.

Senate meetings shall be open unless two-thirds of the Senate votes to close the meeting. If a meeting is open, then any attending Faculty who are not Senate members have full voice but no vote.

In unusual circumstances—and no more than once each academic year for each member—a voting member of the Faculty Senate may appoint a proxy to participate in a Senate meeting and vote on the member's behalf. Before the Senate meeting, the voting member must notify the Chair of the Senate and the University Secretary of the appointment of a proxy. The proxy can be any voting member of the Faculty who is not currently in the Senate.

Unless otherwise stated, Senate decisions will be made by a majority vote. The Chair shall rely on Robert's Rules Newly Revised (11th Edition) when chairing meetings of the Senate and of the entire Faculty. Upon request by the Chair, the University Parliamentarian will advise the Chair on proper parliamentary procedure.

Consistent with Robert's Rules, the Chair may limit either the length of members' or non-members' presentations or limit the number of times that a member or non-member may speak on an issue.

The Secretary of the Faculty is responsible for reporting the minutes of Senate meetings, including any voting results, to the Faculty, the Board of Trustees, the President, the Provost, and the College Deans. The minutes shall record the names of all attendees and the names of members who were absent. The minutes are to be made available no later than 10 calendar days before the next scheduled Senate meeting.

1.2.5 Responsibilities of Members of the Faculty Senate

It is the responsibly of all Faculty Senators to:

1) Attend all Senate meetings and perform service required to fulfill the Senate mission;
2) seek to increase the quality of undergraduate and graduate education, research, and service to the wider community at Lehigh University;
3) to the extent that it is consistent with the above, conscientiously represent the interests of their College; and
4) ensure effective continuous communication of information provided to the Senate, and Senate discussions and decisions to their College. In addition, Senate members are tasked with delivering to the Senate opinions of the Faculty including reports to the Senate on Faculty needs and requests.

Senators representing a College have an affirmative responsibility to coordinate attendance at Department meetings in their College at least once a semester to ensure effective two-way communication. In the case of inter-disciplinary programs, Senators representing the Colleges involved shall coordinate to ensure that such programs are kept informed and their issues are brought forward to the Senate.

1.2.6 Senate Process for Amending the Rules and Procedures of the Faculty

Amendments to the University Operating Procedures (see R&P Section 1). With the exception noted below, the relevant Committee, College, or the Executive Committee of the Faculty Senate shall submit recommended changes to the Senate. If approved by a majority vote of the Senate, changes shall be submitted to Board of Trustees for final approval.

However, any change in R&P 1.1 or 1.2 will follow the process given in 1.2.7. Any change in R&P 1.4 “College Faculties” shall be submitted directly by the relevant College to the Board of Trustees – the Senate is to be notified but its approval is not required. Whenever trustee approval is required, faculty action may be taken only after the appropriate faculty committee has secured the advice of the administration.

Amendments to the Employment Policies for Academic Employees (see R&P Section 2). The Executive Committee of the Faculty Senate or the relevant Committee shall submit recommended changes to Senate. If approved by a majority vote of the Senate, changes shall be voted on by the university faculty at the next University Faculty meeting or by electronic vote. If approved by the university Faculty, changes shall be submitted to Board of Trustees for final approval.

Amendments to the Educational Requirements and Procedures (see R&P Section 3). The Executive Committee of the Faculty Senate, the relevant Committee, or a College shall submit recommended changes to Senate. If approved by a majority vote of the Senate, changes shall go into effect.

The Board of Trustees shall be notified but its approval is not required.

Amendments to the Lehigh University Student Code of Conduct. The Executive Committee of the Faculty Senate, or relevant Committee, or the Administration shall submit recommended changes to Senate. If approved by a majority of the Senate, changes shall be submitted to Board of Trustees for final approval.

1.2.6.1 Electronic Voting

Electronic voting is administered by the Office of Institutional Research & Strategic Analytics and accessible to all faculty eligible to vote on a particular issue for seven calendar days. Faculty voting electronically may choose “Yes,” “No,” or “Present, but Not Voting,” (with “Present, but Not Voting” counting only to establish a quorum, which is defined for an electronic vote as one-third of the total voting members of the university faculty, not including those on leave). Electronic voting is confidential; votes are submitted to a secure server that tallies the votes and rejects duplicates. The Personnel Committee, the Faculty Senate and the President or Provost each designate one person to serve on a committee to oversee the procedure.

1.2.6.2 Motions and Consent Calendar

Changes in the Rules and Procedures may be proposed by a voting member of the Faculty Senate at any meeting of the Faculty Senate. Motions incorporating such changes must receive an initial reading at a Faculty Senate meeting before being put forward for a vote at the next regularly scheduled meeting of the Faculty Senate. Motions must be made available to the faculty and Senators in writing at least seven days prior to the meeting in question and must be clearly marked as the “initial reading” or “final reading.”

Amendments to a motion do not necessitate postponing a vote until a subsequent Faculty Senate meeting. Any or all these restrictions may be waived by a two-thirds majority of the voting members of the Faculty Senate who are present at the meeting. Motions to amend R&P that the Senate Executive Committee considers routine and non-controversial shall normally be placed on the Consent Calendar for two successive Senate meetings, posted at least seven days prior to the first of these meetings. The customary rules for removing items from the Consent Calendar for open discussion at Faculty Senate meeting shall apply. If after the second Faculty Senate Meeting there have been no objections, the motion is deemed to have passed. A copy of each amendment, change,

or modification of the rules adopted by the trustees or the faculty senate shall be posted on the Faculty Senate website.

1.2.7 Amendment Process

Only the University Faculty in a duly constituted meeting can amend the rules of the Senate given in R&P 1.1 and 1.2. The process for amending these rules shall be an electronic vote that requires a two-thirds vote of the University Faculty provided that the total votes cast constitute at least one-half of the voting members of the Faculty, excluding those on leave.

The Senate may amend its bylaws by a motion presented in a regularly scheduled Senate meeting that is approved by a majority vote in the next regularly scheduled Senate meeting.

1.2.7.1 Resolution of Inconsistencies

Any amendment of R&P that has been properly approved shall be deemed to have amended R&P contemporaneously with its proper approval notwithstanding the fact that the amendment is not reflected in the official R&P document until a later date.

1.2.7.2 Rules and Procedures in the Superior Document

To the extent possible the University Catalog and the Student Handbook shall be interpreted to avoid conflict and inconsistency with R&P. Whenever there is a conflict or inconsistency between R&P and either the University Catalog or Student Handbook or both, the provisions of the R&P shall control and the inconsistent language in the other document shall automatically and retroactively be deemed to have been revised to reflect the terms or provisions consistent with R&P.

To the extent possible R&P shall be interpreted to avoid internal inconsistency. Whenever there is an inconsistency within R&P the Provost shall decide within a reasonable time whether the resolution of inconsistencies within R&P as may occur from time to time require a vote of the faculty senate or may be resolved by the University Parliamentarian alone.

1.2.8 Faculty Resolutions, Petitions, Referendums, and Appeals

1.2.8.1 Sense of the Faculty Resolutions

A Faculty resolution obligates and empowers the Senate Chair to act on behalf of the Faculty regarding the University matters raised in the resolution. If requested by either the Administration or the Board of Trustees, the Senate shall respond with a sense of the Faculty resolution concerning any University issue. The Senate can decide to issue a sense of the Faculty resolution based on its own evaluation of any University issue. The Faculty can seek a sense of the Faculty resolution using the petition procedure (see R&P 1.2.8.2).

In the rare instance when disagreement with the Administration about a sense of the Faculty resolution occurs, the Executive Committee of the Senate shall meet with the President or Provost to resolve the disagreement. If such disagreement cannot be resolved, the President and Senate Chair are encouraged to take the matter to the Board of Trustees. Any such referral to the board shall be accompanied by a written report from the other interested parties and reported to the Faculty.

1.2.8.2 Faculty Petitions and Referendums

The Faculty have the right to bring a petition (for a topic to be discussed) or a referendum (proposing a specific change) before the Senate or a general meeting of the Faculty. Such a petition/referendum may seek to redefine the governance responsibilities of the Senate. Any referendum submitted takes the form of a resolution to be approved or rejected. The referendum should contain the exact wording of the resolution that is to be put to a vote to be approved or rejected.

Any petition/referendum must be submitted to the University secretary at least 14 calendar days prior to the Senate or general meeting. A statement that at least 10% of the voting members of the Faculty support consideration of the petition/referendum must accompany the petition/referendum. Upon request by the Executive Committee, the Faculty member proposing the petition/referendum shall provide to the University Secretary the names of the 10% of the voting Faculty that support consideration.

1.2.8.3 Faculty Appeals

Senate decisions generally become effective after the approval of the Senate minutes at the next Senate meeting. The Senate by a separate two-thirds vote may decide that a decision becomes effective immediately.

Faculty members may appeal any action of the Senate to the Faculty as a whole. An appeal of a Senate action must be submitted in writing to the University secretary within 14 calendar days of the distribution of the Senate minutes reporting that action, and such appeal must be endorsed by at least 20% of the voting members of the Faculty. Upon request by the Executive Committee, the Faculty member proposing the appeal shall provide to the University Secretary the names of the 20% of the voting Faculty that support consideration.

The Senate shall schedule a Faculty meeting to deliberate on the appeal within four weeks of receipt of the appeal or the earliest possible date on the academic calendar thereafter; and the Faculty shall vote on the appeal at that meeting or by electronic ballot after the meeting. To amend or rescind action by the Senate requires a two-thirds vote, provided that the total votes cast constitute at least one-half of the voting members of the university Faculty excluding those on leave.

1.3 Faculty Committees

1.3.1 In General (10/2026)

University Standing Committees (excluding The Faculty Personnel Committee and the University Discipline Appeals Committee, both of which shall remain independent of the Faculty Senate) shall report to the Faculty Senate. The Faculty Senate may decide:

1) To give the Chairs of one or more Faculty committees ex officio status in the Faculty Senate as a voting member (no more than nine Chairs may be given such status);
2) To change the mission or composition of Faculty committees except the Faculty Personnel Committee and both the University Student Conduct Committee; and
3) To create new Faculty committees, combine existing committees, or dismantle existing committees following the procedures given in R&P 1.2.6 of this document.

The creation of any new temporary university committee with Faculty participation shall be coordinated with the Executive Committee of the Senate. The Senate must approve the creation of any new permanent university committee with Faculty participation.

The president is a member ex officio of all committees of the university faculty. Elections for positions filled by vote of the entire university faculty will be conducted using an electronic ballot. At the next-to-last regularly scheduled Faculty Senate meeting of the academic year, the slate of candidates for all vacancies is finalized, as specified in the description of the committees in R&P, to maintain full membership on each committee. A call for nominations is issued at least two weeks prior to this meeting. Nominations will also be solicited during the next-to-last Faculty Senate meeting. The "write-in" candidate option will be available for all vacancies. Working with each colleges' nominations committees, the executive committee of the Faculty Senate will organize the election using an electronic ballot within two weeks after the next- to-last Faculty Senate meeting. An email containing the link to the ballot and voting instructions will be sent to each voting member of the faculty. At least one week's time will be given for faculty members to cast their votes. The executive committee of the Faculty Senate will consult with the University Parliamentarian and the Office of Institutional Research in conducting the electronic election. The term of membership normally begins on July 1.

Elections to the Faculty Senate and for positions to those committees listed in Section 1.3 of (R&P) and filled by vote of the respective college faculty will be conducted and the results communicated to the Faculty Senate and to the Office of the Provost by the April 15.

Faculty members are expected to accept committee assignment as their services are needed and as their current workload permits. Nominating committees will consult with members of the faculty before placing their names in nomination. To aid the nominating committees and those responsible for appointment to committees and subcommittees, the secretary of the faculty maintains a roster of the membership of all standing and ad hoc committees and subcommittees of the university faculty and Faculty Senate, and deans of the colleges maintain rosters of faculty members listing all committee assignments above the departmental level. It is the responsibility of each committee chair to send a roster of committee members to the secretary of the faculty and college deans.

Each standing committee shall, select a member to serve as their chair for the following academic year and communicate this selection to the Secretary of the Faculty by the conclusion of the Spring term. Each standing committee shall, at the call of its chair or its senior member in the event of a vacancy in the chair position, reorganize before the first regular fall semester meeting of the faculty.

All standing committees must meet at least once each academic year and shall report to the Faculty Senate those activities which are of general importance and consequence. Any voting member of the faculty may address a written statement regarding faculty business to a faculty committee.

1.3.2 Faculty Governance Committees

The following committees are major University Faculty committees with either policy-making, advisory, or appellate/advisory roles in university governance. While committee powers vary, these committees all focus on matters that are of primary concern to the faculty. Each committee, except as noted in section 1.2.3.1, reports directly to the Faculty Senate. The faculty governance committees include:

Educational Policy Committee (1.3.2.1)
Graduate and Research Committee (1.3.2.2)
Faculty Personnel Committee (1.3.2.3)
Faculty Committee on Student Life (1.3.2.4)
Faculty Committee on Global Affairs (1.3.2.5)

1.3.2.1 Educational Policy Committee

The committee on educational policy attends to such matters as are referred to it by the Faculty Senate, by college faculties, by faculty regulations, or by the president. The committee is responsible for the study of the university curriculum, long-range academic plans, and undergraduate academic rules and regulations. The committee will make appropriate recommendations to the president and the Faculty Senate.

As needed, the committee advises and assists with the Offices of International Affairs and Study Abroad by: 1) examining proposals, programs, courses, initiatives, and policies pertaining to Study Abroad; 2) developing and implementing quality criteria for Study Abroad programs; 3) ensuring alignment between university academic policies and study abroad policies and credit recognition; and 4) consulting with faculty in respective colleges on a core of acceptable and available programs that meet the curricular needs of each college. Where needed, the committee may consult with the Director of Study Abroad Programs, the Chair of the Modern Languages and Literature Department, or other relevant program leaders.

The committee consists of eleven tenured members of the teaching faculty, the provost, and the dean of each of the five colleges. If the dean of a college is not present, the associate dean of the respective college may vote in their absence. The eleven faculty members will serve three-year nonconcurrent terms. Three will be elected from the College of Arts and Sciences, three from the P.C. Rossin College of Engineering and Applied Science, two from the College of Business, two from the College of Health, and one from the College of Education. All faculty members may vote in the meetings, but none shall be permitted to vote in absentia or to send a voting delegate.

The Registrar or their delegate serves as a non-voting member of the Educational Policy Committee. One undergraduate student from each undergraduate college, including one student representing all intercollegiate programs, shall be non-voting members. Two graduate students, one from the College of Education, shall be elected by the Graduate Student Council to be non-voting members. One of the elected faculty members shall chair the committee. At the final meeting of the spring term, the committee shall elect one of the faculty members as chair-elect for the coming year. Both the chair and the chair-elect take office on July 1. Meetings of the committee shall, upon request to the committee chair, be open to other individuals in the university community. Students, faculty, and administrators who attend under this provision shall be nonvoting listeners, although the chair is empowered to invite them to address the committee. The chair is also empowered to close certain meetings so that only voting members are present to transact committee business. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate's website. The committee chair or another designated elected member of Ed Pol serves as an ex officio member in Senate Subcommittee on Academic and Student Affairs.

1.3.2.2 Graduate and Research Committee

The committee considers policies and procedures related to graduate education and research. The responsibilities and duties of the committee include, but are not limited to:

1) Develop general policies and procedures related to graduate education and research activities. These are submitted to the Faculty Senate for approval;
2) Review the appropriateness and quality of graduate programs and research activities in relation to the educational objectives of the university;
3) Review and approve substantive graduate course changes and curriculum proposals (see section 3.2.1) submitted by the colleges. The Graduate and Research Committee (GRC) shall

send approved proposals to the Educational Policy Committee for informational purposes prior to the GRC submitting them to the Faculty Senate;
4) Interpret and apply faculty rules concerning student or department appeals of petition decisions;
5) Establish policies for awarding fellowships and scholarships to graduate departments and programs;
6) Recommend approval of the formation or termination of research centers and institutes;
7) Recommend policies and procedures to stimulate and coordinate research- related activities.

The committee consists of fourteen university faculty members, eleven ex officio members (non-voting), and four additional non-voting members. The faculty are elected by their colleges to three-year, staggered terms, four from the College of Arts and Sciences, two from the College of Business, four from the P.C. Rossin College of Engineering and Applied Science, two from the College of Health, and two from the College of Education. Ex officio members (non-voting) are the Vice President and Associate Provost for Research and Graduate Studies, the Assistant Vice President of the Office of Research and Sponsored Programs, the Deputy Provost for Graduate Education, a designated Associate Dean from each of the five Colleges, and the Associate Dean of Graduate Student Life. The Registrar or their delegate serves as a non-voting member of the Graduate and Research Committee. Two graduate students selected by the Graduate Student Senate, and one undergraduate student selected by the Student Senate, also serve as non-voting members.

One of the elected faculty members shall chair the committee or two elected members shall co-chair the committee. The term of the chair/co-chairs begins on July 1.

The minutes of the committee are sent to the Faculty Senate President and posted on the Lehigh University faculty website.

The committee chair (or another committee member) serves as an ex-officio member in the Senate Subcommittees on Research and Academic and Student Affairs.

1.3.2.3 Faculty Personnel Committee

The faculty personnel committee acts as the appellate committee of the university faculty. To this end, the committee shall hear appeals concerning alleged arbitrary and capricious actions on the part of the administration or a department chair that allegedly affect the rights, privileges, continued employment, or academic freedom of a faculty member (see section 2.3) except in cases involving behavior addressed in the University's Policy on Harassment and Non-Discrimination. Appeals in any case handled pursuant to the University's Policy on Harassment and Non-Discrimination shall be handled in accordance with the procedures established in that policy. Included among its appellate duties, the committee shall:

1) hear all appeals alleging arbitrary or capricious action arising from the procedures described in section 2.2 (see section 2.2.1.6);

The faculty personnel committee is accountable to the faculty and maintains a dotted line connection to the Faculty Senate for the purposes of policy administration and inter-committee communications. The committee is composed of five tenured faculty members: one member elected from each of the five colleges. Four of the five committee members must be tenured full professors while the fifth must be a tenured associate professor at the time of their election to the committee. All committee members serve a five-year term on a staggered basis. A faculty member may not be reelected to a consecutive full term. The committee member who is senior in years of service represents the personnel committee as a liaison to the Faculty Senate.

In the event the personnel committee decides that any current member should not participate in hearing a particular case because of a conflict of interest, that member shall recuse themself and the committee shall designate as their substitute for that case the former member of the committee who most recently represented the college of the temporarily recused member. If no former committee member of that college is available, the committee will select the most recent former member of the personnel committee who is available to hear the case. As used above, availability implies that the individual is willing to serve and is not recused because of a conflict of interest.

In considering any appeal, the personnel committee is empowered to examine all letters and other documents and to question members of the faculty and the administration for the purpose of establishing facts in the case. The personnel committee may petition the president or the board of trustees for reconsideration of the decision that caused the appeal (see section 2.2.1.6) and representatives of the administration, the personnel committee, and the appealing party may participate in any resultant hearing before the board of trustees or its designated committee.

In addition, the personnel committee has other duties that include:

1) Reviewing all decisions to change the tenurability of a faculty position (see section 2.2.1.3);
2) Considering any move to dismiss a tenured faculty member for cause (see section 2.2.11);
3) Reviewing proposed appointments and making recommendations on those appointments to the administration in cases where a proposed appointment of a visiting faculty member would be for more than two consecutive years (see section 2.2.3).

The committee may also assume other duties as delegated by the Faculty Senate or requested by the administration or board of trustees. The committee is authorized to make inquiries that are necessary to carry out its duties. On the basis of the personnel committee's considerations, wherever appropriate, the committee shall derive general principles designed to enhance processes and/or outcomes within its purview and shall report these in writing to the Faculty Senate. The committee shall report to the Faculty Senate at least once a year. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate website.

1.3.2.4 Faculty Committee on Student Life

The faculty committee on student life consists of ten individuals: five university faculty members, one elected from each of the five colleges; the Vice Provost for Student Affairs; the Associate Vice Provost and Dean of Students; the Director of Graduate Student Life; and two appointed student representatives, one each from the Undergraduate Student Senate and the Graduate Student Senate. The faculty members representing their colleges serve four-year, staggered terms, with the member in their third year of service assuming the role of chair, rotating across each of the five colleges. The chair also serves as a liaison to the Faculty Senate. Upon request to the committee chair, meetings of the committee shall be open to other individuals in the university community.

The committee advises the administration in all aspects of undergraduate and graduate co-curricular student life, providing collaborative discussion related to policy initiatives, concerns, and long- range plans that impact students. Also among the committee's responsibilities is providing input on student life issues covered in the Student Handbook. The committee meets at least three times per semester and reports annually to the Faculty Senate regarding its discussions. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate website.

1.3.2.5 Faculty Committee on Global Affairs

The committee on global affairs represents the faculty in setting strategic priorities and policies for the internationalization of Lehigh University, especially in relation to academic programs and research. The committee advises the President, Provost, and the Vice President and Associate Provost for International Affairs on the following aspects of university internationalization:

- international programs, initiatives, and experiences (both within and outside of the US),
- internationalization of curriculum and research activities,
- geographic areas of institutional engagement,
- international students and scholars at Lehigh,
- research collaborations, exchanges, and partnerships with institutions both within and outside the United States that impact the internationalization of Lehigh University,
- general budget priorities for university internationalization efforts.

The committee consists of ten university faculty elected by their colleges to three-year non-concurrent terms. The committee will consist of one member from the College of Education, two members from College of Business, two members from the College of Health, two members from the P.C. Rossin College of Engineering and Applied Science, and three members from the College of Arts and Sciences. One undergraduate and one graduate student are non-voting members. The student representatives are selected by their respective senates. One of the elected faculty members is chair of the committee and one is chair-elect. Both the chair and chair-elect take office on July 1. The chair (or chair-elect) is the liaison with the Board of Trustees committee on Global Affairs. The committee chair represents the Global Affairs Committee when communicating with the Faculty Senate. The formation of any other faculty committees (ad hoc) pertaining to global affairs is approved by and has representation from this committee. Meetings of the committee shall be attended by the Vice President and Associate Provost for International Affairs as an ex officio member. Upon request by the committee chair, the meetings are open to other individuals in the university.

1.3.3 Faculty Administrative Committees (October 2026)

The following committees carry out policies promulgated by the faculty in the faculty regulations. With the exception of the two standing of students committees, faculty members of the committees are elected by the faculty. The two standing of students committees are accountable to the Faculty Senate.

The faculty administrative committees (and their links to the Faculty Senate) are as follows:

- committee on standing of undergraduate students (1.3.3.1) (chair, educational policy)
- committee on standing of graduate students (1.3.3.2) (chair, graduate and research)

1.3.3.1 Committee on Standing of Undergraduate Students

The committee on standing of undergraduate students consists of the provost or a faculty representative of the provost, the dean of students, the deans of the colleges of arts and sciences, business, health, and engineering and applied science (or their representatives), a tenured faculty member chosen by the educational policy committee from its membership, and the registrar who shall act as recording secretary.

After seeking the advice of the committee, the provost will appoint from among these members the chair of the committee. An executive secretary to the committee (not a member of the committee) will be appointed by the vice president for student affairs.

The committee has jurisdiction over all undergraduate matters concerning the application of faculty rules to the scholastic standing of students and has power to act in cases of scholastic standing and status. It is responsible for acting upon all petitions pertaining to the following: student academic progress, qualifying for the baccalaureate degree, examinations, rosters, academic disciplinary action, removal from academic probation, special curriculums, curriculum transfer, waiver or substitutions of graduation requirements, readmission or reinstatement of separated students, attendance, awarding of honors, and all such matters pertaining the maintenance of academic standards.

On issues of scholastic standing that relate to educational policy, the committee will develop and transmit its recommendations to the educational policy committee for review and submission to the Faculty Senate for approval.

1.3.3.2 Committee on Standing of Graduate Students

The committee on standing of graduate students consists of the provost or a faculty representative of the provost, the dean of students (or their representative), the deans of the colleges of arts and sciences, business, health, education, and engineering and applied science (or their representatives), a university faculty member chosen by the graduate and research committee from its membership, and the registrar who shall act as recording secretary. After seeking the advice of the committee, the provost will appoint from among these members the chair of the committee.

The committee has jurisdiction over all matters concerning the application of faculty rules to the scholastic standing of graduate students and has power to act in cases of scholastic standing and status. It is responsible for acting upon all petitions pertaining to the following: graduate student academic progress, qualifying for a graduate degree, examinations, rosters, extension of a grade of incomplete, academic disciplinary action, academic probation, waiver or substitutions of graduation requirements, readmission or reinstatement of separated students, and all such matters pertaining to the maintenance of academic standards of graduate students. On issues of scholastic standing that relate to educational policy, the committee will develop and transmit its recommendations to the graduate and research committee for review and submission to the Faculty Senate for approval.

1.3.3.3 University Disciplinary Appeals Committee (Deleted 10/2025)

1.3.4 Faculty Advisory Committees

The following committees consist of elected faculty and designated others. The chief function of these committees is to provide continuing advice for the operations of specific university activities or entities. The faculty members are accountable to the faculty at large and report directly to the Faculty Senate. Each committee is linked to the Faculty Senate, as determined by the senate, for purposes of forwarding policy recommendations to the senate and enhancing inter-committee communications.

1.3.4.1 Library and Technology Services Faculty Committee.

The Library and Technology Services Faculty Committee represents the faculty in advising, recommending, and developing strategic priorities for Library and Technology Services (LTS). The committee collaborates with LTS leadership and staff, with particular focus on:

- the development of the university's libraries as a resource for the academic community to serve the needs of students and faculty;
- aligning Center for Innovation in Teaching and Learning programming, consultation services and pedagogical support with areas of faculty interest and need;
- ensuring that the uses of academic technologies (including, for example, instructional technologies, research computing, online learning and communication tools, academic software) offered by Lehigh University maintain the quality and vision of Lehigh's broader educational mission and standards;
- representing the perspectives of the faculty in LTS strategic planning and strategic plan implementation.

The Committee consists of seven tenured or tenure-track faculty members: one each elected from the colleges of Business, Education, Health and Engineering and Applied Science; and one elected from each of the three divisions in the College of Arts and Sciences. There are two ex officio non-voting members: the Vice Provost and the Associate Vice Provost for Library and Technology Services. Each of the seven elected faculty members may serve a maximum of two consecutive three-year terms. The ex officio members and ad hoc advisors serve by virtue of their position. One of the faculty members serves as chair for a one-year term. Each spring, the board elects a chair-elect who serves as vice-chair for the ensuing academic year. Both the chair and the chair-elect take office on July 1. The Associate Vice Provost of LTS serves as secretary to the subcommittee. The Library and Technology Services Faculty Committee will present regular reports to the Faculty Senate. Formerly the Library Users' Committee

1.3.4.2 Faculty Representation on the Council for Equity and Community

The University Council for Equity and Community (CEC) shall include six university faculty representatives: five faculty members, one elected from each of the five colleges to staggered three-year terms; and one Faculty Senator selected by the Faculty Senate Executive Committee. Faculty representatives are to be selected from the ranks of all voting members of the faculty as specified in section 1.1.2.

Elected CEC faculty representatives shall represent faculty interests and serve as liaisons between CEC and the faculty for advancing policies and in support of the diversity, equity, inclusion, and anti-racist goals of Lehigh University. Additionally, faculty representatives are expected to actively participate in the CEC, to regularly attend the monthly meetings, and to report back to their respective college faculty at least twice an academic year. Other responsibilities include: coordinating related activities across the community; proposing implementation mechanisms and measurements for progress at the university and unit levels; and enhancing faculty awareness of key issues, concerns and initiatives, related to Lehigh's campus climate and culture. In accordance with CEC bylaws one elected faculty representative shall be elected by the members of the CEC to serve as the CEC Faculty Tri-Chair. The CEC Faculty TriChair is also a liaison to the Board of Trustees Subcommittee on Diversity and Inclusion.

1.3.5 University Committees (10/2026)

The following committees deal with a variety of university-wide concerns. Elected faculty representatives are included in the membership of these committees. With the exception of the University Student Conduct Committee (see 1.3.5.1) these faculty members are accountable to the Faculty Senate and report to the Faculty Senate as appropriate.
They are linked to the Faculty Senate either through the Faculty Senate executive committee or a designated member of the faculty for purposes of inter-committee communications.

The University Committees (and their links with the Faculty Senate) are as follows:

- University Student Conduct Committee (1.3.5.1) (chair, Faculty Senate executive committee)
- Committee on Undergraduate Awards and Prizes (1.3.5.2) (chair, educational policy)

1.3.5.1 University Student Conduct Committee (10/2025)

The University Student Conduct Committee shall be composed of 2 elected faculty members from each college and 4 elected from the faculty at large. The committee shall also have 10-15 undergraduate students (chosen by the Dean of Students Office in consultation with the current student members of the University Student Conduct Committee and the faculty chairperson of the University Student Conduct Committee), and 3-5 graduate students (chosen by the Dean of Students Office in consultation with the Graduate Student Senate and the faculty chairperson of the University Student Conduct Committee), and 10-12 administrators appointed by the Vice Provost for Student Affairs from the Student Affairs professional staff). This committee will be trained on all aspects of the University's Student Conduct Process and members will serve on hearing panels and appeals committee panels. No member of the committee may serve on an appeals panel for a case they previously heard on a hearing panel.

1.3.5.2 Committee on Undergraduate Awards and Prizes

The committee on undergraduate awards and prizes consists of one university faculty member appointed from each of the four undergraduate colleges, one of whom acts as chair; a representative from the office of the dean of students; the director of the division of intercollegiate athletics, intramurals and recreation, and the registrar, who serves as secretary. Two students (in good standing) shall be appointed by the Student Senate, each for two-year staggered terms. The committee is responsible for all awards and prizes established for undergraduate students with the exception of those handled by the Williams senior prize committee. The committee makes the selection of the recipients of all awards and prizes not otherwise provided for. The committee reviews any proposals for new awards and makes appropriate recommendations to the president.

1.3.5.3 Visiting Lecturers Committee (Deleted 5/2026)

1.3.6 Replacing an Elected Member of a University Standing Committee

If an elected member of a standing committee is unable or unwilling to serve, they shall be replaced using the procedures described below.

Inability to Serve:

Reasons why an elected member of a standing committee may be unable to serve include such things as leaves, injuries, long-term illness or disability, personal problems, and conflicts between committee service and work schedule or load. If an elected member is unable to serve, the elected member shall notify the committee chair of this fact, making clear why they are unable to serve and for how long they will be unable. Replacements for one year or less shall use the procedures described below under Temporary Replacement, while elected members who are unable to serve for more than one year shall resign from the committee and their replacement shall be obtained using the procedures described below in the section Balance-of-Term Replacement.

Unwillingness to Serve:

Evidence that an elected member of a standing committee is unwilling to serve includes such things as persistent failure to attend committee meetings, failing to engage in the work of the committee and failing to serve on subcommittees that do the work of the standing committee. The committee chair is responsible for initiating the process for replacing an elected member who appears to be unwilling to serve. The chair may identify an elected member as unwilling based on the chair's own observations or because other elected members of the committee bring to the chair's attention behaviors that suggest an elected member is unwilling to serve. The following procedure shall be followed in the replacement of an elected member identified as unwilling to serve.

1. The chair shall make every attempt to communicate with the member so identified, alert them that there are concerns about attendance and/or participation, inquire if there are legitimate reasons why that member has been unable to attend or participate and ask if the member wishes to continue on the committee. If the non-attending committee member agrees to vacate the position, the process will continue with step 2. If the committee member still does not respond to repeated attempts over time to communicate, the committee chair should inform the committee member's department chair and move directly to step 6.

2. If the member responds that they are unable to serve, the chair shall determine how long that will be the case and then follow the appropriate procedure below, based on the length of time the member will be unable to serve.

3. If the member responds that they are not willing to continue to serve, this shall constitute a resignation from the committee and that member shall be replaced by the appropriate procedure below, based on how much time remains in their elected term.

4. If the member states that they wish to continue to serve, the committee chair shall communicate to the member the expectations for continuing service on the committee and describe for the member what process will be followed if the member continues to have problems in attending and/or participating.

5. If, following this communication, the member remediates attendance and/or participation problems, they shall continue as an elected member of the committee and no replacement shall occur.

6. If, however, the member continues to demonstrate an unwillingness to serve, the committee chair shall consult with the elected members of the committee and then make a determination of whether (a) to communicate once again with that member in hopes of persuading them to fulfill the elected responsibilities or (b) to seek replacement of that member.

7. If the chair decides to seek replacement, they shall inform the committee member's department chair and follow the appropriate procedure below, based on the length of time remaining in the elected term of the member to be replaced.

Temporary Replacement (one year or less):

In cases where the elected member is to be replaced on the standing committee for one year or less, the dean of the college, in consultation with the college nominations committee (see section 1.4.1.1), shall appoint a temporary replacement for a member who was elected as a college representative, while the provost, in consultation with the Faculty Senate executive committee, shall appoint a temporary replacement for a member who was elected as an at-large university representative. Former

elected members of the standing committee on which a temporary replacement is to occur should be considered as particularly promising replacements.

Balance-of-Term Replacement (more than one year):

In cases where the elected member is to be replaced on the standing committee for more than one year of the elected term, the chair of the standing committee involved shall notify the appropriate college and the Faculty Senate executive committee of the need to elect a faculty member to complete the term of the elected member to be replaced. Given that standing committees often employ election schemes intended to assure that representatives rotate off on a predictable schedule, the nominations committees shall assure that balance-of- term replacements are elected to terms that complete the term of the replaced member and not to a complete term (unless the elected member to be replaced is unable or unwilling to begin their term).

Notification:

Whenever an elected member of a college or university standing committee is replaced, either temporarily or for the balance of an elected term, the chair of that committee shall provide written notification to the member so replaced, the appropriate college nominations committee, and either the dean of the college involved, the provost's office, or both, as appropriate. In the case of temporary replacements for elected members unable to serve, this written notification shall list the date on which the elected member is expected to resume duties on that standing committee.

Appeal:

If an elected member of a college or university standing committee feels that they have been replaced arbitrarily or capriciously, that member may appeal to the Faculty Personnel Committee (see section 1.3.2.3).

1.3.7 Administration Advisory Committees

These committees consist partially of faculty members appointed by the administration for purposes of eliciting desired faculty advice. They are not faculty committees per se, and thus do not require Faculty Senate approval for their creation or elimination but remain subject to section 1.3.1. When appropriate, faculty members of these committees shall bring policy-related concerns to the attention of the chair of the Faculty Senate.

1.4 College Faculties

1.4.1 College Faculties

Each college faculty shall have the responsibility of making appropriate recommendations to the university Faculty Senate and shall have power to legislate on academic matters that pertain to students, faculty, or requirements peculiar to the respective college. Graduation requirements are subject to the jurisdiction of the university faculty.

Each faculty shall make its own rules governing its own procedure and shall elect its own representative to other college faculties. The deans of the colleges of Arts and Sciences, Business, Education, Health, and Engineering and Applied Science shall be ex officio chairs of their respective faculties. Representatives of departments on faculties shall be appointed by the chairs of the departments concerned.

1.4.1.1 College Nominating Committees

Each of the undergraduate colleges and the College of Education have a nominating committee of three members, one elected each year for a three-year term. The senior member is chair. These committees prepare slates to be submitted to their faculties for election of the standing college committees described, herein and of college representatives on university committees. Election requires a plurality of votes cast unless a college decides before an election that a majority is required. In every case the slate consists of two nominees for each post. Additional nominations may be made from the floor when the slate is presented. The nominating committees attempt to achieve the widest possible distribution among departments, disciplines, and points of view.

1.4.2 Membership

1.4.2.1 College of Arts and Sciences

The faculty of the College of Arts and Sciences consists of:

1. the voting faculty of the college, which includes tenured and tenure-track faculty, teaching and research faculty at the assistant, associate, and full levels, and professors of practice at Lehigh in the following departments: of Art, Architecture and Design, Biological Sciences, Chemistry, Earth and Environmental Sciences, English, History, International Relations, Journalism and Communication, Mathematics, Modern Languages and Literature, Music, Philosophy, Physics, Political Science, Psychology, Religion Studies, Sociology and Anthropology, and Theatre;
2. one representative, appointed by the chair, from each of the following departments: Economics and any other department in which students in the College of Arts and Sciences may have a major; one representative, appointed by the chair, from each of the following departments: Military Science, one representative elected by the faculty of the College of Business, one representative elected by the faculty of the P.C. Rossin College of Engineering and Applied Science; one representative elected by the College of Health;
3. the vice provost for information resources, the director of admission, the registrar, the vice president and provost, and the president. Elected and appointed representatives from outside the college serve one-year terms but may be reappointed or reelected. One person may serve both as a college and a departmental representative.

1.4.2.2 College of Business

The voting faculty of the College of Business consists of:

1) all university faculty, teaching and research faculty, and professors of practice at Lehigh in the following departments: accounting, decision and technology analytics, the Perella department of finance, management, marketing, and economics;
2) one representative elected by the faculty of the College of Arts and Sciences;
3) one representative elected by the faculty of the College of Engineering and Applied Science;
4) one representative elected by the faculty of the College of Education;
5) one representative elected by the College of Health;
6) the registrar, the vice president and provost, and the president. Representatives from the other colleges serve one-year terms and may be reelected.

1.4.2.3 College of Engineering and Applied Science (10/2025)

The faculty of the Rossin College of Engineering and Applied Science shall consist of:

1) the voting faculty of the college, which includes all university faculty, teaching and research

professors at the assistant, associate, and full levels, and professors of practice in the departments of bioengineering, chemical and biomolecular engineering, civil and environmental engineering, computer science and engineering, electrical and computer engineering, industrial and systems engineering, materials science and engineering, and mechanical engineering and mechanics;
2) two representatives of the faculty of the College of Arts and Sciences;
3) one representative of the faculty of the College of Business;
4) one representative elected by the faculty of the College of Education;
5) one representative elected by the College of Health;
6) the dean of students, vice provost for information resources, the director of admission, the registrar, the president, and the vice presidents.

1.4.2.4 College of Education

The College of Education's chief administrative officer is the dean, who reports directly to the vice president and provost. In matters of policy, the initiation and change of courses, and in the approval of teachers for graduate courses, it follows the procedures described under Graduate Studies Regulations (see 3.2.1). The dean of the College of Education acts on proposed individual master's degree programs. Proposed individual doctoral programs are subject to the procedures for graduate studies.

Voting faculty of the College of Education include all university tenured/tenure track faculty, the president, the vice president and provost, the vice provost for information resources, and representatives from the colleges, two elected by the faculty of the College of Arts and Sciences (one from the humanities, one from the sciences), one elected by the faculty of the College of Business, and one elected by the faculty of the College of Engineering and Applied Science, one representative elected by the College of Health. These representatives come from departments in which candidates for the degree of Master of Arts in education take courses for their field of academic specialization. Research and teaching faculty, as well as professors of practice with six or more cumulative semesters at Lehigh, are permitted to vote on matters that influence their day-to-day work in the College. For instance, teaching faculty are allowed to vote on issues including but not limited to curriculum changes and development of new programs they would be asked to teach in.

1.4.2.5 College of Health (October 2026)

The faculty of the College of Health consists of:

1) the voting faculty of the college, which includes tenured and tenure-track, teaching and research faculty at the assistant, associate, or full professor levels, professors of practice and senior professors of practice at Lehigh in all the departments of the College of Health;
2) one representative elected by the faculty of the College of Arts and Sciences;
3) one representative elected by the faculty of the College of Engineering and Applied Science;
4) one representative elected by the College of Education;
5) one representative elected by the College of Business;
6) the registrar, the provost, and the president.

Representatives from the other colleges serve one-year terms and may be reelected.

1.4.3 Standing Committees

1.4.3.1 College of Arts and Sciences Committees

1.4.3.1.1 College of Arts and Sciences Policy Committee

The College of Arts and Sciences Policy Committee consists of nine members elected by the college faculty, three elected each year for three-year terms. In making nominations for this committee, the nominating committee should attempt to maintain equitable distribution among the disciplines represented in the college, specifically, it should attempt to ensure that at any given time, the committee consists of at least two faculty members from each of the three major divisions of the College: the Arts and Humanities, the Social Sciences, and the Natural Sciences and Mathematics. Vacancies in unexpired terms of one year or less shall be filled by appointment by the dean after consultation with the committee chair; vacancies of more than one year shall be filled by election by the college faculty.

The committee elects a chair and a secretary yearly from among its members. The committee establishes its own rules of procedure.

The College of Arts and Sciences policy committee is concerned with the objectives and continuing improvement of the college and makes proposals and considers all other proposals offered to this end by members of the college faculty and the dean. It also acts as the educational policy committee for the college. The committee studies policy questions and makes recommendations to the dean of the college, to the college faculty, to the university committee on educational policy, and to the university graduate and research committee. Proper subjects for its consideration may originate within the committee, from other members of the faculty, or from the dean of the college.

The Committee also evaluates and approves undergraduate and graduate curriculum changes in the College, including proposals for new degree, major, or certificate programs, program changes and deletions, new courses and course deletions, and certain kinds of course changes, especially those that may affect university or College resources or the resources or students of other departments.

1.4.3.1.2 College of Arts and Sciences Tenure Committee

The college tenure committee will consist of five elected tenured faculty members. One member will be elected from each of the college's three divisions: natural sciences, social sciences, arts and humanities. Two members will be elected at large. Each elected member will serve a three-year term. No member may serve more than two terms consecutively. Each year the nominations committee will prepare a slate of candidates having a minimum of three nominees for each open position. No department may have more than one elected member on the committee. The tenure committee will elect its own chair.

Cases involving either tenure and promotion from assistant to associate professor or tenure of an associate or full professor (where no promotion is involved) are the province of the tenure committee. The tenure committee will make its own independent substantive evaluation of each candidate it considers in accordance with the Rules and Procedures of the Faculty and the Guidelines for Tenure and Promotion in the College of Arts and Sciences and Departmental Appendices included as part of the college guidelines. It will also assess the degree to which the candidate's department adhered to the standards it set for the candidate in previous evaluations. In making its substantive evaluation in the area of research and scholarship, the tenure committee will rely heavily on the individual assessments of the candidate's department and of the outside evaluators.

All five committee members must be present at every meeting where tenure is discussed.

All five committee members must vote yes or no on tenure decisions; no committee member may abstain. Tenure recommendations by the committee are determined by majority vote. The committee will submit a separate report to the dean for each case considered, conveying the reasons for the vote.

In cases in which the vote is not unanimous, both a majority report and a minority report will be submitted to the dean, with each conveying the reasons for the recommendation. All tenure proceedings will be kept strictly confidential.

Each candidate's complete file will be available to all committee members during the evaluation period. In the event that a file is incomplete or deemed inadequate, the committee will follow the procedures in 2.2.6.9, paragraph 2. If a tenure recommendation is to be made for a faculty member from the same department as one of the committee members or if a committee member has participated in consideration of the candidate as part of the candidate's extended departmental committee (as may be constituted for small departments), then that member shall be replaced by an alternate from the same elected category to be appointed by the dean in consultation with the chair of the tenure committee for that case only. Alternates will be chosen from the most immediate past members of the committee. When no past member is available, an alternate for a particular case will be appointed by the dean in consultation with the chair of the tenure committee from senior faculty within the same elected category in the college. If an elected committee member goes on leave for an entire semester, an alternate will be chosen from the most immediate past members of the committee in the same elected category. When no past member is available, a special election will be held.

The tenure committee will present an annual report to the faculty on its activities. A written copy of the report will be provided to the secretary of the faculty and will become part of the minutes of the meeting at which the report is presented. The report to the faculty will contain no confidential material. The committee may establish additional operating procedures consistent with R&P. Any changes to the procedures outlined above, however, must be approved by a majority vote at a duly constituted CAS faculty meeting.

1.4.3.1.3 College of Arts and Sciences Promotion Committee

The college promotion committee will consist of five elected faculty members who are full professors. One member will be elected from each of the college’s three divisions: natural sciences, social sciences, arts and humanities. Two members will be elected at large. Each elected member will serve a three-year term. No member may serve more than two terms consecutively. Each year the nominations committee will prepare a slate of candidates having a minimum of three nominees for each open position. No department may have more than one elected member on the committee. The promotion committee will elect its own chair.

Cases involving promotion from associate professor to full professor, including those rare instances in which awarding of tenure is also involved, are the province of the promotion committee. The promotion committee will make its own independent substantive evaluation of each candidate it considers in accordance with the Rules and Procedures of the Faculty and the Guidelines for Tenure and Promotion in the College of Arts and Sciences and Departmental Appendices included as part of the college guidelines. It will also assess the degree to which the candidate’s department adhered to the standards it set for the candidate in previous evaluations. In making its substantive evaluation in the area of research and scholarship, the promotion committee will rely heavily on the individual assessments of the candidate’s department and of the outside evaluators.

All five committee members must be present at every meeting where promotion to full professor is discussed. All five committee members must vote yes or no on promotion decisions; no committee member may abstain. Promotion recommendations by the committee are determined by majority vote. The committee will submit a separate report to the dean for each case considered, conveying the reasons for the vote. In cases in which the vote is not unanimous, both a majority report and a minority report will be submitted to the dean, with each conveying the reasons for the recommendation. All promotion proceedings will be kept strictly confidential.

Each candidate's complete file will be available to all committee members during the evaluation period. In the event that a file is incomplete or deemed inadequate, the committee will follow the procedures in 2.2.9.9, paragraph 1. If a promotion recommendation is to be made for a faculty member from the same department as one of the committee members or if a committee member has participated in consideration of the candidate as part of the candidate's extended departmental committee (as may be constituted for small departments), then that member shall be replaced by an alternate from the same elected category to be appointed by the dean in consultation with the chair of the promotion committee for that case only. Alternates will be chosen from the most immediate past members of the committee. When no past member is available, an alternate for a particular case will be appointed by the dean in consultation with the chair of the promotion committee from senior faculty within the same elected category in the college. If an elected committee member goes on leave for an entire semester, an alternate will be chosen from the most immediate past members of the committee in the same elected category. When no past member is available, a special election will be held. The promotion committee will present an annual report to the faculty on its activities. A written copy of the report will be provided to the secretary of the faculty and will become part of the minutes of the meeting at which the report is presented. The report to the faculty will contain no confidential material. The committee may establish additional operating procedures consistent with R&P. Any changes to the procedures outlined above, however, must be approved by a majority vote at a duly constituted CAS faculty meeting.

1.4.3.2 College of Business Committees

1.4.3.2.1 College of Business Policy Committee

The College of Business policy committee consists of seven elected faculty members from the college who serve staggered three-year terms. In making nominations for this committee, the college nominating committee attempts to maintain equitable distribution among the disciplines and faculty ranks represented in the college. At least two of its members shall be of the rank of professor. Vacancies in un-expired terms are filled by a special election. The committee elects a chair and a secretary yearly from among its members. The committee establishes its own rules of procedure.

The committee reports on its activities to the faculty of the college at the last college faculty meeting of the year. Other reports are submitted as appropriate. The College of Business policy committee receives from the dean of the college or college department all proposals for undergraduate and graduate courses and curricular/program changes. The committee reviews curricular/program and course proposals for their conformity to university regulations and to desirable education policy.

Any proposal for a new major, minor, or graduate program will include statements of impact on the Library and Technology Services, laboratory and classroom space, and the faculty. These statements, developed by subject librarians, Information Technology consultants, the Registrar, and the Deans or their designates, working in conjunction with the faculty, will be a required element of any proposal forwarded to the Educational Policy Committee or to the Graduate and Research Committee.

1. New or revised curricular/program changes as well as new courses (including provisional courses that are transitioning to regular status) that are approved by the Policy Committee will be submitted to the college faculty.
2. Any changes to existing undergraduate courses, if approved by the Policy Committee, will be submitted directly to the Educational Policy Committee.
3. Any changes to existing graduate courses, if approved by the Policy Committee, will be submitted directly to the Graduate Research Committee.

4. Any changes to existing courses that are expected to have both undergraduate and graduate participation will be submitted to both University committees.

The College of Business policy committee advises the dean and the college faculty on matters involving the objectives of the college. To this end, it undertakes studies of policy matters affecting the college. Proper subjects for its consideration may originate within the committee, from other members of the faculty, or from the dean of the college.

1.4.3.2.2 College of Business Promotion and Tenure Committee

The primary purpose of the college promotion and tenure (P&T) committee is to ensure broad faculty participation in promotion and tenure recommendations made by each department in the college. The P&T committee is responsible for reviewing each tenure and/or promotion case that is received from the dean. This review encompasses both procedural and substantive aspects involved in the promotion/tenure decision-making process, and is based on the criteria stipulated in 2.2.1.5 as applied in the annual evaluations of the promotion/tenure candidate and the triennial evaluations of the promotion candidate. Establishing department and college standards by which each candidate for promotion and/or tenure is evaluated is the joint responsibility of the candidate's department, through its individual faculty members, and the dean as monitored during the annual and triennial evaluations.

The committee consists of eight tenured faculty members of the college, five full professors and three associate professors with a maximum of two full professors from any one department and a maximum of one associate professor from any one department. The nominations committee will strive to construct, in consultation with the dean and department chairs, a slate of candidates that generates a balanced representation among the departments. Members are elected to staggered three-year terms. A faculty member may not serve more than two consecutive terms on the committee, and must remain off the committee for a three-year period following their second consecutive term before being considered for additional service on the committee.

The committee selects its own chair from among the full professors. Prior to convening to evaluate a candidate, any committee member may recuse themself if they have a conflict of interest that precludes them from objectively evaluating the candidate. In the event of a recusal, an alternate committee member will be appointed for such case by the dean in consultation with the chair of the P&T committee. The alternate shall be chosen from among the most immediate past members of the P&T committee.

Committee members participating in the candidate's evaluation consider and discuss the candidate's qualifications, applying the criteria as stated in section 2.2.1.5 and as applied in the annual or triennial evaluations of the candidate. Any committee member from the same department as the candidate under review may participate but will not vote on that candidate. Associate professor committee members do not participate nor vote in cases involving promotion of a tenured associate to full professor; but those members do participate and vote in cases that involve tenuring a full professor. Following this meeting(s), each voting member submits a written evaluation of the candidate's qualifications based on the criteria. All eligible committee members must be present at every meeting during which promotion and/or tenure cases are discussed. All eligible committee members must vote yes or no through their written letter on promotion and/or tenure decisions; no committee member may abstain. After receiving these letters and any subsequent discussion, the chair writes the committee's recommendation. A majority vote by the committee, including any supporting and modifying detail, constitutes the committee's recommendation for or against promotion and/or tenure of the candidate. A tie vote by the committee is equivalent to supporting the candidate's department. The committee's written recommendation and each voting committee member's letter are forwarded to the dean for subsequent transmittal to the provost.

The committee's chair reports to the college faculty in the mid to latter part of each spring semester on its activities during that academic year with respect to operating procedures, difficulties encountered, recommended changes to the process, and related concerns, taking care to ensure confidentiality of specific candidates reviewed. The committee chair may also report to the college faculty as necessary if any committee member is unable or unwilling to fulfill their responsibilities on the committee and a successor must be elected.

1.4.3.3 College of Engineering and Applied Science Committees

1.4.3.3.1 Council of the College of Engineering and Applied Science

The council of the College of Engineering and Applied Science (thereafter referred to as the E&AS College Council) consists of the dean, the associate deans, and the department chairs in the E&AS College, all ex officio. The E&AS College Council is responsible for educational policy in both undergraduate and graduate programs, and establishes and reviews all operating policies within the college. Scholarly activities and research are within the purview of the council. The dean of the E&AS College serves as chair of the E&AS College Council. In voting matters, the department chairs and the associate deans have voting privileges. At the discretion of the dean, members of the administration and university faculty may be invited to attend the meetings of the council, but have no vote.

1.4.3.3.2 College of Engineering/Applied Science Academic Policy Committee

The College of Engineering and Applied Science academic policy committee consists of six members, one from each department, elected by the college faculty, two each year for three-year terms. The committee elects a chair and establishes its' own rules of procedure.

Vacancies in un-expired terms are filled by appointment by the dean after consultation with the chair of the committee.

The college academic policy committee acts as a curriculum committee, reviews all new proposals regarding undergraduate and graduate courses and curricula and deals with long range college-wide educational policy issues. The topics the committee considers may originate within the committee or may be suggested by the dean, the college council or the college faculty. The findings of the committee would go to the college faculty through the council for consideration. Any proposal for a new major, minor or graduate program will include statement of impact on the Library and Technology Services, laboratory and classroom space, and the faculty. These statements, developed by subject librarians, Information Technology consultants, the Registrar, and the Deans or their designates, working in conjunction with the faculty and will be a required element of any proposal forwarded to the Educational Policy Committee or to the Graduate and Research Committee.

1.4.3.3.3 College of Engineering /Applied Science Tenure Committee

The college tenure committee shall be responsible for recommendations concerning tenure in the college. It shall consist of seven tenured professors from the regular faculty of the college who shall be nominated by the college nominating committee and elected to three-year staggered terms (two each year) by the college faculty. One of the two senior members each year will be elected chair by the committee. The college nominating committee shall provide nominees from the seven departments of the college such that each department will be represented on the committee. A tie vote by the committee is equivalent to supporting the candidate’s department vote.

1.4.3.3.4 College of Engineering /Applied Science Promotion Committee

The college promotion to full professor committee shall be responsible for recommendations concerning promotion to full professor in the college. It shall consist of seven full professor tenured faculty members who shall be nominated by the college nominating committee for three- year staggered terms and elected by the faculty.

One of the senior members each year will be elected chair of the committee. The college nominating committee shall provide nominees from the seven departments of the college such that each department will be represented on the committee. A tie vote by the committee is equivalent to supporting the candidate's department vote.

1.4.3.4 College of Education Committees

Any proposal for a new major, minor or graduate program will include statements of impact on the Library and Technology Services, laboratory and classroom space, and faculty. These statements, developed by subject librarians, Information Technology consultants, the Registrar, and the Deans or their designates, working in conjunction with the faculty, will be required element of any proposal forwarded to the Educational Policy Committee or to the Graduate and Research Committee.

1.4.3.4.1 College of Education Promotion and Tenure Committee

The college promotion and tenure committee will consist of five elected tenured university faculty members. Three members will be elected from the college as a whole, two of whom shall be full professors. The college will elect two members in related disciplines from the faculties of the other four colleges. These members shall be at the rank of full professor. Each elected member will serve a three-year term. No member may serve more than two terms consecutively. Each year the nomination committee will prepare a slate of candidates for each open position.

If no one from the candidate's program is a member of the college promotion and tenure committee, then the department chair, after consultation with the candidate, will appoint, on an ad hoc basis, one faculty member from the candidate's program to the committee. This member must be familiar with the candidate's area of study and will serve as a non-voting liaison to the committee for the candidate's case. In the initial election, which first constitutes the committee, the college will elect all three members, one for a three-year term, one for a two-year term and one for a one-year term. The committee will elect its own chair, and it may establish additional operating procedures, consistent with R&P. The committee will present an annual report to the college faculty on its activities.

While the committee may establish additional operating procedures, the following may be changed only by a majority vote at a duly constituted faculty meeting. College of Education members of the promotion and tenure committee will not vote when the tenured faculty of the college considers the candidate at the departmental stage of the promotion and tenure review process All five committee members must be present at any meeting where tenure is discussed. All full professors on the committee must be present at any meeting where promotion to full professor is discussed. All members will vote on all promotion and tenure decisions of assistant professors. Only full professors on the tenure committee will vote on the promotion to full professor. In the latter case, if an associate professor currently serves on the committee, then the faculty will elect a full professor to replace the associate professor on the committee for that case only. The composition of the promotion and tenure committee should reflect the make-up of the college faculty by including members of underrepresented groups (as currently defined by United States government guidelines for eliminating discrimination in employment) whenever possible. All tenure and promotion proceedings are to be kept confidential. All cases involving tenure are the province of the full tenure committee. Tenure and

promotion recommendations by the committee require a majority vote, with no abstentions by eligible voters. The vote is reported to the dean with each recommendation. Each candidate's complete file will be available to all committee members during the evaluation period. In the event that a file is incomplete or deemed inadequate, the committee will follow the procedures in 2.2.6.9, paragraph 2. The chair will present confidential summary reports to the dean on the individual cases considered. These reports will include the vote of the committee (a majority vote for the candidate constitutes a positive recommendation) and a statement of reasons for each recommendation. The letters from each member voting will accompany this summary report. The committee will present annual reports to the faculty on their operations and decisions. There will be no confidential material in these reports.

Decisions and/or recommendations regarding hiring (e.g., voting members on faculty search committees) and promotion of tenure track faculty will be made by tenured and tenure track faculty only. Decisions regarding hiring and promotion of research and teaching faculty may be voted on by tenured and tenure track university faculty, and research and teaching faculty at the associate or full ranks, and by professors of practice who have accumulated more than six semesters at Lehigh.

1.4.3.5 College of Health Committees

1.4.3.5.1 College of Health Policy Committee (3/2026)

The policy committee of the College of Health consists of seven members who serve staggered 3-year terms. Committee membership will be distributed equitably across the departments and faculty ranks represented in the college. The Associate Dean of Research and Graduate Studies and the Associate Dean of Academic Programs serve as ex-officio members of the policy committee. The committee elects a chairperson and a secretary yearly from among its members. The committee establishes its own rules of procedure.

The College of Health policy committee is concerned with the objectives and continuing improvement of the college and makes proposals and considers all other proposals offered to this end by members of the college faculty and the dean. It also acts as the educational policy committee for the college. The committee studies educational policy questions and makes recommendations to the dean of the college, to the college faculty, to the university committee on educational policy, and to the university graduate and research committee. Proper subjects for its consideration may originate within the committee, from other members of the faculty, or from the dean of the college.

The Committee also evaluates and approves undergraduate and graduate curriculum changes in the college, including proposals for new degree, major, or certificate programs, program changes and deletions, new courses and course deletions, and substantive course changes, especially those that may affect university or college resources or the resources or students of other departments. The Committee reports on its activities to the faculty of the college regularly.

1.4.3.5.2 College of Health Tenure Committee (October 2026)

The college tenure committee will consist of five elected tenured faculty members with broad representation from across the college. When five tenured faculty members from the College of Health are not available to serve on the tenure committee, tenured faculty members in appropriate departments or disciplines from other colleges will be appointed to the committee by the dean in consultation with the committee chair.

When a candidate whose work is identified as interdisciplinary as per the College of Health tenure and promotion guidelines is being considered for tenure and/or promotion, and the evaluation of their accomplishments can benefit from input outside of the existing tenure committee, the department chair, after consultation with the candidate, will appoint, on an ad hoc basis, one faculty member from outside of the department (and college,) who shares the candidate's interdisciplinary focus as a non-voting member of the college tenure committee. This member must be familiar with the candidate's interdisciplinary area of study and will serve as a non-voting liaison to the committee for the candidate's case.

Each elected member serves a three-year term. Each appointed faculty member will serve a term of 1-3 years as agreed upon by the faculty member, dean, and chair of the committee. No member will serve more than two terms consecutively.

The committee elects a chairperson from among the College of Health members. The committee considers cases involving tenure and/or promotion from assistant to associate or tenure of an associate or full professor where no promotion is involved. The committee's review of candidates includes both procedural and substantive aspects of the T&P process, based on the criteria stated in R&P 2.2.1.5, college guidelines, and departmental appendices.

All five members must be present at every meeting where tenure is discussed. All five members must vote yes or no on tenure decisions; no one may abstain. Tenure recommendations by the committee are determined by majority vote. The chair will present confidential summary reports to the dean on the individual cases considered. These reports will include the vote of the committee and a statement of reasons for each recommendation.

All tenure proceedings kept strictly confidential. Each candidate's complete file will be available to all committee members during the evaluation period. In the event that a file is incomplete or deemed inadequate, the committee will follow the procedures in 2.2.6.9, paragraph 2. If a tenure case comes forward to the committee from the same department as one of the committee members, or if a committee member has participated in consideration of the candidate at the department level, then that member will be replaced by an alternate from the same category to be appointed by the dean in consultation with the chair of the tenure committee for that case only. Alternates will be chosen from the most immediate past members of the committee or senior faculty within the same category as the recused member. The tenure committee will present a written annual report to the faculty on its committee activities. The report will contain no confidential information.

1.4.3.5.3 College of Health Promotion Committee (October 2026)

The College of Health promotion committee will consist of five elected faculty members who are full professors with broad representation from across the college. When five faculty members who are full professors from the College of Health are not available to serve on the promotion committee, faculty members who are full professors in appropriate departments or disciplines from other colleges will be appointed to the committee by the dean in consultation with the committee chair.

When a candidate whose work is identified as interdisciplinary as per the College of Health tenure and promotion guidelines is being considered for promotion to full professor and the evaluation of their accomplishments can benefit from input outside of the existing tenure committee, the department chair, after consultation with the candidate, will appoint, on an ad hoc basis, one faculty member from outside of the department (and college,) who shares the candidate's interdisciplinary focus as a non-voting member of the college tenure committee. This member must be familiar with

the candidate's interdisciplinary area of study and will serve as a non-voting liaison to the committee for the candidate's case.

Each elected member serves a three-year term. Each appointed faculty member will serve a term of 1-3 years as agreed upon by the faculty member, dean, and chair of the committee. No member will serve more than two terms consecutively.

The committee elects a chairperson from among the College of Health members. The committee considers cases involving promotion from associate to full professor including those rare instances in which awarding of tenure is also involved. The committee's review of candidates includes both procedural and substantive aspects of the promotion process, in accordance with R&P, college guidelines, and department appendices.

All five members must be present at every meeting where promotion to full professor is discussed. All five members must vote yes or no on promotion to full professor decisions; no one may abstain. Promotion to full professor recommendation by the committee is determined by majority vote. The chair will present confidential summary reports to the dean on the individual cases considered. These reports will include the vote of the committee and a statement of reasons for each recommendation.

All proceedings are to be kept strictly confidential. Each candidate's complete file will be available to all committee members during the evaluation period. In the event that a file is incomplete or deemed inadequate, the committee will follow the procedures in 2.2.6.9, paragraph 2. If a promotion to full professor case comes forward to the committee from the same department as one of the committee members, or if a committee member has participated in consideration of the candidate at the department level, then that member will be replaced by an alternate from the same elected category to be appointed by the dean in consultation with the chair of the tenure committee for that case only. Alternates will be chosen from the most immediate past members of the committee or senior faculty within the same elected category as the recused member. The Promotion Committee will present a written annual report to the faculty on its committee activities. The report will contain no confidential information.

1.4.3.6 General Studies Committee

The general studies committee consists of four faculty members, two appointed by the dean of the College of Arts and Science, one of whom serves as chair of the committee, one appointed by the dean of the College of Business, and one appointed by the dean of the College of Engineering and Applied Science. The appointments are for an indefinite period.

The general studies committee continually reviews those courses in the undergraduate colleges that have been designated as general study courses. The committee receives proposals from all departments in the university for the addition or deletion of courses in the general study area. The committee reports its' finding to the dean of the College of Engineering and Applied Science, and presents the proposals with recommendations to the engineering college advisory council. The chair of the committee, acting for the committee, acts on all petitions for substitutions in the general study area.

1.4.4 Replacing an Elected Member of a College Standing Committee

If an elected member of a college standing committee is unable or unwilling to serve, they may be replaced using the procedures described in section 1.3.6, unless that college standing committee has a different stated procedure in R&P for the replacement of an elected member.

1.5 Graduate Studies

1.5.1 Graduate Studies

Graduate Studies are not a separate educational unit of the university, its general policies and its curricula are subject to the approval of the Faculty Senate. Rules and regulations governing graduate study and the granting of advanced degrees are formulated by the graduate and research committee, a standing committee under the Faculty Senate.

Periodically the graduate and research committee evaluates individual graduate programs (at least once every five years, as decided by the committee) on the basis of materials submitted to the committee by the program and appropriate dean.

The graduate faculty is not distinguished from the undergraduate faculty except that no one may teach a graduate course without the approval of the graduate and research committee. Graduate courses and curricula are developed by individual departments or by departments cooperating with each other; they must be approved by the college faculty or faculties concerned, the graduate and research committees and the Faculty Senate. (See 1.3.2.2)

1.5.2 Graduate and Research Committee
(see 1.3.2.2)

2. Employment Policies for Academic Employees

2.1 Employment Policies

Lehigh University does not discriminate against any person based on age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. For faculty, staff, and student employees, this applies to all employment decisions, including selection, benefits, compensation, tenure, training and educational programs, transfer, promotion/demotion, layoff, return from layoff, and termination.

Additional information is provided in the University's Policy on Equal Opportunity/Affirmative Action/Non-Discrimination lehigh.edu/go/harassmentpolicy

2.1.1 Policy on Academic Freedom

Lehigh University's mission of teaching, learning, research and scholarship for the common good depends on an atmosphere in which Faculty enjoy the fullest protection for freedom of inquiry, thought, expression, research, publication, and peaceable assembly. Academic Freedom is essential to the unfettered search for knowledge and its free expression. This spirit of free inquiry is personified by Socrates's example to follow the argument wherever it leads, and it applies to teaching as well as research and publication. Academic freedom includes a corollary concept of responsibility on the part of teacher-scholars to their profession, students, colleagues, institution, and community. In a democratic society, the University in particular plays a crucial role as the quintessential marketplace of ideas upholding the principle that free thought must prevail, not just "free thought for those who agree with us," as Justice Holmes wrote, but "freedom for the thought we hate." Democracy's future, as Justice Brennan observed, "depends upon leaders trained through the wide exposure to that robust exchange of ideas which discovers truth out of a multitude of tongues, [rather] than through any kind

of authoritative selection." To these ends, Faculty must be free from the coercive fear that others, inside or outside the University, may threaten their professional endeavors through censorship, discipline, or any other form of punishment because their views may differ.

Additionally, when speaking or writing as citizens in the public arena, Faculty are free, within their civil rights and liberties, from institutional censorship or discipline, although they should strive to avoid creating the impression that they speak for the University.

2.2 Faculty Appointments, Reappointments, Promotion, Tenure, Retirement

2.2.1 Preamble

There are six categories of faculty: tenure and tenure track, research, teaching, professor of practice, visiting, and adjunct.

1. University faculty: tenured and tenure track (professors, associate professors, assistant professors, and instructors) denotes a full-time faculty member who engages in and is evaluated for promotion, tenure, and compensation on the basis of excellence in teaching, research and scholarship, and service. (See R&P 2.2.5.)

2. Research faculty (professors, associate professors, assistant professors, and instructors) denotes a full-time faculty member who performs service and may periodically teach but whose dominant activity is research. Research faculty can be funded externally (e.g. soft money grants) or internally. (See R&P 2.13.)

3. Teaching faculty (professors, associate professors, assistant professors, and instructors) denotes a full-time faculty member who performs service and may periodically do research but whose dominant activity is teaching. (See R&P 2.12.)

4. Professors of practice denotes a full-time faculty member who has prior non-academic occupational experience that adds instructional value to university programs. (See R&P 2.12)

5. Visiting faculty (professor, associate professor, assistant professor, and instructor) denote a full-time faculty member whose initial academic appointment is one year or less. May be renewed for a second year. (See R&P 2.2.3)

6. Adjunct faculty (professor and instructor) receive a part-time appointment that may not exceed one year. Such part-time appointments may be renewed. (See R&P 2.2.3)

Full-time faculty who are neither tenured nor tenure track including research faculty, teaching faculty, and professors of practice will collectively be referred to as Term Faculty. Term faculty contracts will not preclude early termination for cause or financial exigency. The total number of term faculty is limited. (See R&P 2.14.)

2.2.1.1 Incorporation by Reference

The provisions set forth in section 2.2 of Rules and Procedures are incorporated by reference in contracts for tenured and tenure track faculty and those provisions of section 2.2 that apply are incorporated in all other faculty appointments. Modifications or amendments to this section are effective on the date they are approved by the board of trustees unless an otherwise effective date is indicated.

2.2.1.2 Board Approval Necessary for Contract Decisions

Tenure decisions are made by the board of trustees. All actions taken prior to board approval are hereinafter referred to as recommendations.

2.2.1.3 Tenurability of Slots

Decisions regarding the tenurability of a slot are made at the time of the initial appointment. If there is a change in the status of an occupied slot (from tenurable to non-tenurable) that change must be communicated at least two years prior to the start of the occupant's terminal year and must be reviewed by the appropriate college promotion and tenure committee and the personnel committee. A person occupying a tenurable slot is on the tenure track.

2.2.1.4 Faculty Responsibility

Because the faculty (department members, external evaluators, and college tenure and promotion committee members) are highly and particularly qualified to judge academic competence, they are assigned key responsibility in making recommendations affecting the status of a faculty member. Subsequent recommendations by the Dean and the Provost and decisions by the board of trustees should give due consideration to the faculty recommendations.

2.2.1.5 Criteria to be Applied (5/2026)
Excellence in teaching, research and scholarship, and service are the criteria for reappointment, tenure and promotion. These criteria will be applied by the department, college committee, dean, provost, president, and board of trustees. During the course of a faculty member's career, annual evaluations or triennial reviews, as required in section 2.2.4, will indicate a faculty member's progress toward meeting these criteria. In applying these criteria, voting members of the concerned department(s), members of the college tenure and promotion committees, the dean, and the provost are required to conduct a thorough evaluation of a candidate's professional qualifications. Along with traditional measures, faculty can demonstrate excellence through public-facing work, which consists of research, teaching, and/or service activities designed to engage a broader audience beyond the traditional academic sphere. The types of public-facing activities will be assessed at the department and college levels consistent with department-specific guidelines and with university promotion and tenure standards.

2.2.1.6 Appeals

An appeal alleging arbitrary or capricious action arising from the procedures described in section 2.2 may be made to the faculty personnel committee as provided in section 2.3, except in cases involving behavior addressed in the University’s Policy on Harassment and Non-Discrimination. Appeals in any case handled pursuant to the University’s Policy on Harassment and Non-Discrimination shall utilize the procedures established in that policy. An appeal may be initiated by any aggrieved member of the faculty or administration. After investigation, the personnel committee shall make a written recommendation to the president. Should such recommendation not be accepted, the president shall explain their decision in writing to the personnel committee; and the committee may then, at its option, appeal to the board of trustees.

During an appeal involving an untenured person, no contract, which will result in tenure, may be offered to such person. (See also sections 1.3.2.3 and 2.3)

2.2.2 Definitions

2.2.2.1 Faculty Recommendation

There is a "faculty recommendation" when the departmental recommendation and college tenure and promotion committee's recommendation are in agreement.

2.2.2.2 Voting Members

University faculty (tenured and tenure track) have the right to vote on all Department, College, and University issues including elections, curriculum issues, and changes to all sections of R&P. As discussed, in Section 2.2, university faculty (tenured and tenure track) may participate in hiring, tenure and promotion decisions for all faculty and are eligible for college promotion and tenure committees. University (tenured and tenure track) faculty are eligible to serve on all college and university committees subject to the specific R&P guidance on committee membership.

Teaching and research faculty at the full or associate professor levels, as well as professors of practice who have spent six or more cumulative semesters at Lehigh, have the right to vote on department, college, and university issues, including department and college elections and changes to Section 3 of R&P. Teaching faculty and research faculty at the full or associate professor ranks as well as professors of practice who have spent six or more cumulative semesters at Lehigh also have the right to vote on curriculum issues in their department and college.

As discussed below, teaching and research faculty at the full or associate professor levels may participate in hiring decisions of teaching or research faculty at or below their rank consistent with their employment contracts and their college’s rules on such activities. Teaching and research faculty at the full or associate professor levels may participate in promotion decisions of teaching or research faculty below their rank consistent with their employment contracts and their college’s rules on such activities. Teaching and research faculty at the full or associate professor levels are eligible to serve on all college and university committees subject to the specific R&P guidance on committee membership and consistent with their employment contracts and their college’s rules on such activities.

Visiting and adjunct faculty are not voting members of the Lehigh faculty. However, consistent with their college’s rules, visiting and adjunct faculty may serve on committees as non-voting members.

2.2.2.2.1 Reappointment

When reappointment is under consideration, voting members of the department include tenured faculty of the department and administrators who are tenured members of the department. In the case of a department with fewer than three tenured faculty, the department chair, after consulting with the dean and the candidate, will involve appropriate tenured faculty from closely-related academic disciplines as voting members on the reappointment decision. In the case of a joint appointment, see section 2.2.3.1.

2.2.2.2.2 Tenure

When tenure is under consideration, voting members of the department include all tenured faculty of the department and administrators who are tenured members of the department. In a department with fewer than three tenured faculty, the department chair, after consulting with the academic dean and the candidate, will involve appropriate tenured faculty from closely related academic disciplines as voting members on the promotion decision. In the case of a joint appointment, see section 2.2.3.1. In a department in which the chair is not tenured, the dean, in consultation with the college promotion

and tenure committee and the department, appoints a tenured member of the department to assume the chair's duties with regard to the tenure review process.

2.2.2.2.3 Promotion to Professor

When promotion to full professor is under consideration, voting members of the department include tenured full professors of the department and administrators who are tenured full professors in the department. In a department with fewer than three tenured full professors, the department chair, after consulting with the academic dean and the candidate, will involve appropriate tenured full professors from closely related academic disciplines as voting members on the promotion decision. In the case of a joint appointment, see section 2.2.3.1. In a department in which the chair is not a tenured full professor, the dean, after consulting with the college promotion and tenure committee and the department, appoints a tenured full professor in the department to assume the chair's duties with regard to the promotion review process.

2.2.2.2.4 Recusal

All voting members of the department faculty eligible to participate in a review, reappointment, tenure, or promotion process are required to do so unless there is cause for recusal. Voting responsibilities of faculty members who hold joint appointments or have formal responsibilities in more than one academic unit will be clearly specified in their MOUs (see section 2.2.3.1.2). If there is cause for recusal (as detailed below), the faculty member shall give written notification of recusal to the department chair, college dean, and provost. The recusal must be approved, in writing, by the provost. A faculty member so recused may not participate in any of the discussion, deliberations or decisions that are part of the process from which they are recused. The faculty member remains recused for all subsequent reviews (annual review, reappointment, tenure, triennial review, promotion) of the faculty member being evaluated, until the reason for recusal no longer applies.

If there is cause for recusal of a department chair from a review, reappointment, tenure or promotion process, the department chair shall give written notice of recusal to the provost. The recusal must be approved, in writing, by the provost. The department chair so recused does not participate in any of the discussion, deliberations or decisions that are part of the process from which they are recused. The college dean shall appoint a replacement for the department chair from among the department faculty who have previously served as chair of the department or department faculty who are eligible to take part in the evaluation (e.g. tenured faculty for annual reviews, reappointments and tenure evaluations; tenured full professors for triennial reviews and promotion to full professor reviews). The department chair remains recused for all subsequent reviews (annual review, reappointment, tenure, triennial review, promotion) of the faculty member being evaluated.

All voting members of a college tenure and/or promotion committee are required to participate in the tenure or promotion process unless there is cause for recusal. If there is cause for recusal (as detailed below), the faculty member shall give written notification of recusal to the college dean and provost. The recusal must be approved, in writing, by the provost. A faculty member so recused does not participate in any of the discussion, deliberations or decisions that are part of the process from which they are recused. Any required temporary replacement on the committee will be identified through the policy and procedures established for that committee (see section 1.4).

If there is cause for recusal of a dean from a review, reappointment, tenure or promotion process, the dean shall give written notice of recusal to the provost. The recusal must be approved, in writing , by the provost. The dean so recused does not participate in any of the discussion, deliberations or decisions that are part of the process from which they are recused. The provost shall appoint a

replacement for the dean from among those faculty who have previously served as dean of the college or who currently serve as deans of the other four colleges.

If there is cause for recusal of a provost from a review, reappointment, tenure or promotion process, the provost shall give written notice of recusal to the president. The recusal must be approved, in writing, by the president. The provost so recused does not participate in any of the discussion, deliberations or decisions that are part of the process from which they are recused. The president shall appoint a replacement for the provost from among those faculty who have previously served as provost or who currently serve as dean of one of the colleges.

There is cause for recusal in each of these cases:

1) If a voting member of the department faculty is serving in an administrative role at the college or university level with responsibilities directly related to faculty personnel matters, the faculty member shall consult with the dean or provost about being recused from the process at the departmental level and all college committee levels. The Dean or Provost, as appropriate, shall then decide whether to recuse the person or allow them to participate.

2) If a voting member of the department faculty is serving on the college tenure and/or promotion committee, they may participate in either the departmental process or the college committee process but not both. The faculty member shall recuse themself from the process at the departmental or the college committee level as established by R&P (see section 1.4). In this instance, the rules governing the college committee apply.

3) If a voting member of the department faculty, member of the college committee or administrator has or had a significant personal, non- professional relationship with the faculty member to be reviewed or considered for reappointment, promotion or tenure, the faculty member or administrator shall be recused from the process at the departmental, college committee and all administrative levels.

4) If a voting member of the department faculty, member of the college committee or administrator has a significant professional financial relationship (e.g., co-owners of a business, one working for the other in a professional relationship not part of Lehigh, a professional relationship wherein one has a significant financial dependency on the success/failure of the other, and/or similar co-dependencies of significance outside of their professional relationship at Lehigh) with the faculty member to be reviewed or considered for reappointment, promotion or tenure, the faculty member or administrator shall be recused from the process at the departmental, college committee, and all administrative levels.

2.2.2.3 College Promotion and Tenure Committees

The college promotion and tenure committees are constituted by the respective college faculties in consultation with their deans. The committees are standing committees composed of tenured faculty; the number, terms of office, and manner of selection being determined by the college faculty. If the college faculty conclude that faculty representation from outside the college on such a committee is desirable, the committee may be so constituted. If the college faculty concludes that two college review committees (a tenure review committee and a promotion to full professor committee) are desirable, the committees may be so constituted. The appropriate governance sections (section 1.4) describe the operating details of the college promotion and tenure committees.

2.2.2.4 Probationary Period

The period between an initial appointment at Lehigh and the granting or denial of tenure is a probationary period. This period shall not exceed six years unless extensions are received; see section 2.2.5 for time included and not included in the probationary period and extensions of the probationary period. Except when extended by federal or state law, the maximum length of the probationary period, including all extensions, is eight years (see section 2.2.5.8). All initial contract letters for tenurable appointments shall identify the projected terminal date of the probationary period as of the time of appointment. Tenure review may be conducted in any year prior to this date, following the procedures in section 2.2.6.

2.2.2.5 Tenurable Appointment

An appointment to a faculty position where the occupant is in the tenure track (see section 2.2.1.3).

2.2.2.6 Tenure

An employment contract that is permanent or continuous; service may be terminated for cause, financial exigency, department discontinuance, or disability. (Disability shall mean physical or mental disability such that the faculty member, even with reasonable accommodation, is no longer able to perform the essential duties of the position.) (See section 2.2.11 regarding dismissal for cause.)

2.2.3 Appointments

Before filling faculty positions, the department chair shall consult with the faculty members of the department about the specific areas of teaching and research in which faculty expertise is to be sought and about the rank at which the appointment should be made. After candidates have been screened and interviewed, voting members shall again be consulted to secure their opinions on the relative qualifications of the candidates. Large departments may substitute a departmental personnel committee for this purpose. The chair shall forward the recommendation of the department including dissenting opinions, if any, to the dean of the college.

Initial full-time appointments are at the rank of instructor, assistant professor, associate professor, or professor, as appropriate. The rank of instructor is reserved for persons who are working for a terminal degree or equivalent professional certification in their fields, who have not completed all of the requirements, and who are expected to complete those requirements within two years. Instructors must be promoted to the rank of assistant professor within three years of the date of initial appointment or else not be reappointed for a fourth year. Initial appointment at one of the professor ranks is appropriate for persons holding a terminal degree or equivalent professional certificate. In the absence of this, equivalent scholarship may be recognized. Persons who hold a terminal degree or equivalent professional certification may not be appointed as instructors.

The initial appointment at Lehigh is normally for one year as an instructor, for three years as an assistant professor, an associate professor, or professor; and for one year at a visiting or adjunct rank.

Full-time temporary academic appointments as visiting faculty must not exceed one year and must be at one of the ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor. Judgment of the appropriate rank may be made by reference to paragraph 2 above, where lecturer is equivalent to instructor. These appointments may be renewed for a second year. In the event of a proposed appointment at a visiting rank for more than two consecutive years, the personnel committee shall review the proposed appointment and make a recommendation to the administration.

Note: Possible justification for three or more consecutive years at the "visiting" status would arise from the need for temporary replacement of a regular faculty member who has become disabled for an extended period.

Part-time appointments of adjunct faculty must not exceed one year and must be at one of two ranks: adjunct instructor or adjunct professor, upon recommendation of the departmental faculty and approval by the college dean with notification to the provost. The adjunct instructor rank will be assigned to candidates without a terminal degree, usually a doctorate, while adjunct professor will be assigned to those with a terminal degree. However, this differentiation does not preclude an individual without a terminal degree being recommended for the professorial rank. Such part-time appointments may be renewed provided, however, that any renewal carries no implication of commitment by the university beyond the specified term of the appointment.

No faculty appointment is final until the terms of such appointment are documented in writing and all necessary university approvals have been obtained, including, as may be required under the circumstances, the dean, provost, president, and board of trustees.

For administrative appointments at or above the rank of dean and below that of provost in which the appointee will also hold a faculty position, an appropriate search committee shall be convened. The search shall be designated and announced as either an internal search, an external search, or a search open to both internal and external candidates, and the candidate selected to fill the position must meet the specified designation. In cases in which tenure is recommended at the time of initial appointment at the rank of associate professor or professor, the procedures outlined in section 2.2.5.3.2 shall be followed. If tenure is not granted at the time of initial appointment, or if the appointee is not a full professor and subsequently seeks promotion, the usual procedures for tenure and promotion shall be followed.

2.2.3.1 Faculty Appointments Involving More Than One Academic Unit (5/2025)

This section applies specifically to faculty members who either (1) hold formal joint appointments or have formal responsibilities in a unit outside the home department for at least 40% effort, hereafter referred to as “Type 1” appointments, or (2) have the majority of their effort allocated to their home department but have formal responsibilities in a unit outside of their home department for less than 40% effort, hereafter referred to as “Type 2” appointments.

The requirement for a Memorandum of Understanding (MOU) (Section 2.2.3.1.2) shall apply to all faculty in Type 1 and Type 2 appointments above. The remaining requirements in this section apply to faculty members who are hired after September 2015; faculty hired before September 2015 are encouraged to use this section. If they wish to be evaluated using the R&P language in place at the time of their hire, their MOUs must be revised in order to make note of their preferences. This will ensure that those evaluating them are properly informed.

2.2.3.1.1 Initial Appointment of Faculty Involving More Than One Academic Unit

All new faculty, regardless of how their appointment is configured, will be assigned a home department. Some positions will be such that the home department is specified at the start of the search. In cases in which the home department is not known at the start of the search, departments that seem most appropriate will be identified and will be listed in the advertisement as possible home departments. Prior to the posting of the advertisement, the relevant department chairs will be notified, and any department that is unwilling to serve as home department for the eventual appointee will have the opportunity to withdraw from the list.

The dean(s) responsible for the participating units ("participating units" are the departments, programs, and/or centers participating in the appointment) will assemble representatives of these units to develop a detailed position description that will specify the scholarly expertise required for the position, and state the general expectations for teaching and service. (See 2.2.3.1.2 below.) The home department chair, program director, and the other unit representatives will determine the appropriate balance between departmental and extra-departmental expectations. Such matters as the kinds of journals and conferences that are approved or acceptable may be discussed at this time and may be included in the detailed position description. Budget and space allocations will be specified in the position description. The position description will then be sent to the dean(s) of the participating units and to the provost for approval. If the position description is approved, the dean(s) will select an appropriate search committee, with the advice of the representatives of the likely participating units.

The search committee, in consultation with the participating units, will identify candidates for on-campus interviews, and will present its list of finalists to the relevant dean(s). If relevant, finalists will be asked to specify their preferred home department. Chairs of these home departments, or their designees, will participate in the on-campus interviews of finalists who, if hired, would become members of their department. Should a department be opposed to any such finalist, either an alternative suitable home department where the candidate is welcome will be identified or that candidate's candidacy will be terminated.

Candidates must be informed if they will not be members of their preferred departments and asked whether the proposed alternative is acceptable.

Once all on-campus interviews are completed and the search committee identifies its top candidate, the two participating units will jointly recommend a candidate to the appropriate dean(s). As with all appointments to the faculty, the dean(s) will make their recommendation to the provost for approval.

2.2.3.1.2 Memorandum of Understanding (MOU)

All faculty members whose appointments involve formal responsibilities in more than one unit will have an MOU. The purpose of an MOU is to specify (1) the faculty member's field(s) of research and scholarship, (2) expectations regarding teaching and service contributions in the units with which the individual is affiliated, and (3) voting rights and responsibilities in those units.

In the case of new hires, the detailed position description will be shared with candidates when they are brought to campus for the initial interview.

Once the new faculty member is hired, the dean(s) responsible for the participating units will assemble representatives of the participating units and the faculty member to draft the MOU to match the particular circumstances of the faculty member. The dean of the home department's college must approve the MOU. The chair of the home department will be responsible for mentoring the faculty member in accordance with the approved MOU. If there are any disagreements about the expectations for the faculty member that cannot be resolved informally, the respective chair(s) or director(s) will meet jointly with the dean(s) to whom they report to resolve any disagreements. A report of this meeting will be given to the faculty member.

MOUs should be revisited periodically and modified to reflect changes in expectations. Any of the relevant parties may initiate such a review and the dean must agree to the proposed changes.

Current MOUs will be included in faculty members' portfolios for reappointment, tenure, and promotion reviews. If the MOU has changed substantially during the period under review, the faculty

member, in consultation with the chair of the home department and the special committee will determine whether previous MOU(S) shall be included.

2.2.3.1.3 Special Committee for Faculty Involving More Than One Academic Unit

By the beginning of the new faculty member's second semester at Lehigh—for full professors hired without tenure, associate professors, and assistant professors—the dean of the home department, in consultation with chairs/directors of the participating units and the new faculty member, will appoint a special committee of typically three to five tenured faculty members outside the home department who are best able to evaluate the faculty member's contributions in teaching, research and scholarship, and service to the unit outside the home department. In specific situations such as a joint hire between two departments or a hire where the program has obtained permission from the dean in the initial MOU, the faculty members of appropriate rank in the second department or the program may constitute the special committee. The committee will be charged with evaluating the faculty member's performance, in accordance with the MOU. In cases where the faculty member's responsibilities outside of the home department are significantly less than 40% and limited to specific teaching assignments, the MOU may indicate that no special committee is required and the MOU will clearly note that the program director is responsible for evaluation of teaching outside of the home department.

The membership of the special committee will remain as constant as possible throughout the faculty member's reviews for reappointment, tenure, and promotion. The special committee for a tenured associate professor will be composed of full professors.

2.2.3.1.4 Annual Evaluation for Merit for Faculty Involving More Than One Academic Unit

The chair of the faculty member's home department will be responsible for the annual merit evaluation of the faculty member, in accordance with the faculty member's MOU. The chair will use the annual report of the faculty member and solicit a written evaluation of the faculty member's performance from the chairs/directors of the other participating unit(s) that will be included as part of the annual evaluation. The chair of the home department will recommend the merit increase to the appropriate dean(s). The dean(s) will review the recommended increase to ensure that it fairly reflects the evaluations submitted. The chair of the home department will provide written feedback to the faculty member.

2.2.3.1.5 Annual Review of Pre-Tenure Faculty Involving More Than One Academic Unit

Procedures described in 2.2.4.1 will be followed, with the following exceptions. Evaluations will be made in accordance with the faculty member's MOU. The special committee will meet with the tenured faculty of the home department to discuss the candidate's portfolio. The chair of the home department will then write a letter summarizing the collective views of the department and the special committee. The members of each group will review and comment on the chair's summary letter, and necessary revisions will be made. Significant differences of opinion between the special committee and department will be included in the summary letter. The home department chair and chair of the special committee will meet with the faculty member to discuss the summary letter.

2.2.3.1.6 Reappointment of Faculty Involving More Than One Academic Unit

The home department and the special committee will conduct the reappointment review of the faculty member in accordance with the MOU, applying the standard criteria of excellence in teaching, research and scholarship, and service. The special committee will participate in all meetings of the

home department in which the candidate's reappointment is discussed. The specific procedures to be followed for reappointment reviews will depend upon the type of appointment.

For faculty who hold Type 1 appointments, these procedures will be followed:

- The tenured faculty of the home department will write individual letters that include recommendations for or against reappointment as described in 2.2.7.1 and submit them to the department chair.
- The members of the special committee will write individual letters that include recommendations for or against reappointment as described in 2.2.7.1 and submit them to their committee chair.
- The chairs of the home department and special committee will write their own individual letters.
- Individual letters from the home department will not be shared with special committee members and vice versa.

The chairs will then each write a letter summarizing the views of their respective groups. The members of each group will review and comment on their chair's summary letter. After making any needed revisions, the special committee chair will send their summary letter and the individual letters from the special committee members to the home department chair. The individual votes of the tenured department faculty and special committee members will be tallied and separately recorded on the reappointment recommendation form.

Proceeding according to 2.2.7.2, the home department chair will provide a copy to the candidate of the final written department summary letter and special committee summary letter. The department chair will inform the candidate that they may write a response that will become part of the reappointment review file. All individual letters and both summary letters will be forwarded to the dean of the home department as part of the reappointment review file. See R&P sections 2.2.7.3 through 2.2.7.5.5 for the remaining steps in the reappointment process.

For faculty who hold Type 2 appointments, these procedures will be followed:

- The members of the special committee will write individual letters that address the faculty member's performance in all three areas—teaching, research and scholarship, and service—with particular attention to contributions outside the home department, and that include recommendations for or against reappointment, and will submit their letters to the home department chair for inclusion in the portfolio. In cases where the MOU indicates no special committee, the program director responsible for oversight of activities outside of the home department will provide a letter to the home department chair for inclusion in the portfolio.
- The tenured faculty of the home department will then write individual letters that take into consideration the letters written by the special committee members or program director and their recommendations, and that include a vote for or against reappointment as described in 2.2.7.1, and will submit their letters to the department chair.
- After all department members have voted, the chair of the home department will write a letter summarizing the views of the department members and the members of the special committee or the program director. The chair will record the recommendations of the special committee members or program director and the departmental vote in their summary letter as well as on any official form on which the departmental vote is recorded. The members of the home department and the members of the special committee or program director will review and comment on the chair's summary letter, and necessary revisions will be made. Special committee members or program directors, like department members, will have the

opportunity to submit in writing objections to the department chair's summary letter. These objections will be included in the candidate's file.

For the remaining steps in the reappointment process, see R&P sections 2.2.7.2 through 2.2.7.5.5. The relevant dean will be the dean of the faculty member's home department.

2.2.3.1.7 Tenure and Promotion of Faculty Involving More Than One Academic Unit

The tenure/promotion review process as outlined in R&P sections 2.2.6 (for tenure) and 2.2.9 (for promotion to full professor) will be followed. The specific procedures to be followed for tenure and promotion reviews for faculty with appointments in multiple units will depend upon the type of appointment.

For faculty who hold Type 1 appointments, these procedures will be followed:

- The home department and the special committee will conduct the tenure/ promotion review of the faculty member using the standard criteria of teaching, research and scholarship, and service. The special committee will meet with the participating faculty of the home department to assist in preparing the list of external evaluators. After the candidate's tenure/promotion review file is prepared and external review letters are received, the special committee will meet with the participating faculty of the home department to discuss the candidate's tenure/promotion file and external letters.
- The participating faculty of the home department will write individual letters that include recommendations for or against tenure or promotion as described in 2.2.6.4 or 2.2.9.4 and submit them to the department chair. The members of the special committee will write individual letters that include recommendations for or against tenure or promotion as described in 2.2.6.4 or 2.2.9.4 and submit them to their committee chair. The chairs of the home department and special committee will write their own individual letters. Individual letters from the home department are not shared with special committee members and vice versa.
- The chairs will then each write a letter summarizing the views of their respective groups. The members of each group will review and comment on their chair's summary letter. After making any needed revisions, the special committee chair will send their summary letter and the individual letters from the members of the special committee to the home department chair. The individual votes of the participating department faculty and special committee members will be tallied and separately recorded on the tenure/promotion recommendation form. In the event that the department recommendation (the majority vote of the department members) does not agree with the special committee recommendation (the majority vote of the special committee) the two votes will go forward in the tenure/promotion review file, together with the College Tenure Committee's (Section 2.2.6.9) recommendation or the College Promotion Committee (Section 2.2.9.9), absent the designation of a "faculty recommendation".
- Proceeding according to 2.2.6.6 or 2.2.9.6, the home department chair will provide a copy to the candidate of the final written department summary letter and final written special committee summary letter. The department chair will inform the candidate that they may write a response that will become part of the tenure/promotion review file. All individual letters and both summary letters will be forwarded to the dean of the home department as part of the tenure/ promotion review file.
- The dean and the tenure/promotion committee of the college in which the home department is located will consider and make recommendations on the faculty member's tenure/promotion. See R&P 2.2.6.7- 2.2.6.14 (for tenure) or 2.2.9.7-2.2.9.14 (for promotion to full professor) for the remaining steps in the review process.

For faculty who hold Type 2 appointments, these procedures will be followed:

- The procedure for including the special committee in the process will be the same as in the case of reappointment (see 2.2.3.1.6), with the following addition: the special committee, if one exists, will be involved in the selection of external evaluators.
- For the remaining steps in the tenure and promotion process, see R&P sections 2.2.6.7-2.2.6.14 (for tenure) or 2.2.9.7-2.2.9.14 (for promotion to full professor). The relevant dean will be the dean of the faculty member's home department. The relevant tenure and promotion committee will be that of the faculty member's home department.

2.2.3.1.8 Triennial Review of Associate Professors Involving More Than One Academic Unit

The triennial review process as outlined in R&P section 2.2.4.2 will be followed, but the special committee members will be included in the review process, which will be conducted in accordance with the MOU, in the following manner: The special committee will meet with the tenured full professors who are voting members of the home department to discuss the candidate's portfolio. The chair of the home department will write the summary letter reflecting the views of all participating faculty members, who will then review and comment on the chair's summary letter. A faculty member can object to this document, and if not satisfied, submit in writing their objections; these objections are included in the candidate's triennial file.

2.2.3.1.9 Change in Status for Faculty Involving More Than One Academic Unit

Should a faculty member wish to convert into or out of a multiple-unit appointment, or to alter the nature of formal responsibilities to multiple units, they will propose the change in status to the relevant unit heads. If the relevant unit heads agree in principle to the change, an MOU will be drafted, or, if one already exists, will be modified, to reflect the faculty member's change in status and to delineate their new rights and responsibilities. The dean of the home department's college must approve the revised MOU.

2.2.4 Faculty Review

2.2.4.1 Untenured Faculty (October 2026)

Reviews of untenured, tenure-track faculty shall include consideration of the entire record of accomplishments in teaching, research and scholarship, and service. Untenured, tenure-track faculty are reviewed as follows:

- The tenure review occurs during the final year of the probationary period (see section 2.2.5.5). The tenure review is also a reappointment review since the untenured faculty member's appointment ends at the end of the probationary period. See section 2.2.5 for the procedures for tenure review.
- A non-tenure reappointment review occurs during the final year of the initial appointment (see section 2.2.3). See section 2.2.7 for the procedures for reappointment review.
- An annual review is conducted during non-reappointment years, except for untenured faculty who have been approved for early tenure review as described in section 2.2.6.1. See section 2.2.4.3 for the procedures for annual review.

2.2.4.2 Triennial Reviews of Tenured Associate Professors (October 2026)

Triennial reviews are conducted for all tenured associate professors every three years or upon request, in regards to their eligibility for promotion. Triennial reviews of tenured associate professors shall include consideration of the entire record of accomplishments in teaching, research and scholarship, and service.

All tenured associate professors are reviewed every three years or upon their request to evaluate their progress toward promotion to Professor. Associate professors will continue to receive triennial reviews until promoted to Professor. A tenured associate professor may ask that a scheduled required triennial review be postponed for one to three years by submitting a written request to the dean through the department chair, with notification to the provost.

Only tenured full professors participate in this process. Small departments (i.e., those with fewer than three tenured full professors) follow the procedures for including faculty from other departments as described in sections 2.2.2.2.3. See 2.2.3.1 for faculty appointments involving more than one academic unit.

The department chair meets with the tenured associate professor in the fall semester of the academic year in which they are scheduled for a triennial review. The associate professor is invited to supply information and documents to be used in this review as part of the triennial review file. The chair may also supply material and shares this information with the associate professor. The associate professor is advised of their right to include written comments regarding such materials in the triennial review file.

The department chair shares the triennial review file with the faculty involved in the review process and meets with them to discuss the associate professor’s progress toward promotion to full professor. Following the department meeting, the chair summarizes in writing the faculty's evaluation in a letter addressed to the associate professor. The chair shares a copy of this document with the faculty involved in the review. The chair then meets with the associate professor, discusses the faculty's review of their performance, and gives them the written summary evaluation letter. The associate professor is notified that they have the right to respond in writing to the summary evaluation letter. Copies of the departmental evaluation and any written response by the associate professor are placed in the associate professor’s file in the department. Copies of these documents and the triennial review file are sent to the dean.

The dean reviews the substance and process of the evaluation for consistency with the criteria stated in section 2.2.1.5, and sends copies of the departmental evaluation and any response of the associate professor to the provost for review and inclusion in the associate professor’s personnel file.

See section 2.2.8.2 regarding the frequency of the promotion review process for tenured associate professors.

2.2.4.3 Annual Review (October 2026)

Annual reviews are conducted for all untenured, tenure-track faculty in each year except (a) the year of their tenure review, (b) the year of their reappointment review, and (c) in any year after they have been approved for early tenure review as described in section 2.2.6.1. The procedures for annual review are as follows.

The department chair meets individually with the untenured faculty member and advises them that there will be a performance review by the tenured faculty.

The untenured faculty member is invited to supply information and documentation to be used in this review as part of their performance review file. The chair may also supply material and share this information with the untenured faculty member. The untenured faculty member is advised of their right to include written comments regarding such materials in the performance review file.

The department chair presents to the tenured faculty the performance review files of the untenured faculty member. The department chair then meets with the tenured voting members of the department to discuss the performance and status of the untenured faculty member.

Following the department meeting, the chair summarizes in writing the department's evaluation of the untenured faculty member. The chair then meets individually with the untenured faculty member, discusses the faculty's review of their performance, and shares a copy of the written summary with them. The untenured faculty member is notified that they have the right to respond in writing to the tenured faculty's evaluation. Copies of the departmental evaluation and any written response by the untenured faculty member are placed in the untenured faculty member's file in the department.

Copies of both documents are sent to the dean, who reviews the substance and process of the evaluation process for consistency with the criteria, stated in section 2.2.1.5.

The annual review may be coordinated with salary review.

2.2.5 Tenure - General Provisions

2.2.5.1 Promotions that Include Tenure

A member of the faculty shall not be promoted from assistant to associate professor or from associate to full professor unless they have been reviewed for and granted tenure.

2.2.5.2 Appointment to an Administrative Office

A tenured faculty member does not lose tenure as a result of an appointment to an administrative office.

2.2.5.3 Granting Tenure on Initial Appointment

In exceptional circumstances it may serve the university’s interests to conduct faculty searches with the express intention of identifying candidates whose considerable achievements would make it appropriate to award them tenure on initial appointment at the rank of associate or full professor. Only individuals already tenured at comparable institutions of higher learning or with commensurate experience and credentials would be eligible for appointment with tenure. The following sections specify the process to be followed.

2.2.5.3.1 Granting Tenure on Initial Appointment for Faculty Positions

When a request to conduct a faculty search of this kind originates in a department, the college dean, in consultation with the relevant department chair, will recommend to the provost that a search to fill the faculty position be designated as one in which a recommendation of tenure will accompany the offer to a qualified applicant. Upon approval by the provost, the dean will establish a search committee and authorize appropriate advertisements for the opening. When the search does not originate with a departmental request (e.g., interdisciplinary chair), the appropriate administrator will establish a search committee and authorize appropriate advertisements for the opening. Since this is a

position that will carry an award of tenure, candidates for the position will be required to submit applications that provide evidence of excellence in teaching, research and scholarship, and service. If the search committee requires further information, the candidates will be contacted to supply that information. It is inappropriate for anyone involved in the review process to solicit evaluations of the candidate from any other individuals or groups external to Lehigh without the candidate's permission.

All finalists for the position who are brought to campus for interviews must be judged by the search committee to have records that appear to warrant a recommendation of tenure. Once the preliminary list of finalists is determined, their files will be made available to the tenured faculty of the relevant department(s) for review. The chair of each relevant department will meet with the department's tenured faculty to discuss the qualifications of each of the candidates, applying the university criteria of excellence in teaching, research and scholarship, and service. In the event of a nontraditional candidate not previously holding an academic appointment, evidence of the candidate's excellence in teaching, research and scholarship, and service will be employed. The department's tenured faculty will then vote on the tenurability of each of the candidates based on their possessing exceptional track records and qualities that indicate future success as faculty members at Lehigh University. Any candidate who fails to receive the support of the majority of the tenured faculty will be excluded from the final list of finalists.

Once the top candidate for the position has been selected in accordance with the approved procedures of the college, the tenured voting members (see section 2.2.2.2.2) of the department in which the candidate is seeking tenure will submit to the department chair substantive letters that appraise the candidate's overall record, and that address the question of whether or not the candidate merits tenure, specifying reasons for the recommendation. These letters will be included in the candidate's dossier.

The complete dossier, including the tenure evaluation letters of the tenured department faculty, will be forwarded to the college dean. If the dean agrees with the department's judgment that the candidate is tenurable on appointment and is otherwise acceptable, the candidate's dossier will be forwarded to the provost with a recommendation for appointment with tenure. If the dean disagrees with the department's judgment that the candidate is tenurable on appointment or finds the candidate otherwise unacceptable, the dean and the department will meet to discuss the candidate's tenurability and general merit. In the event that the dean and the department fail to agree that the candidate merits appointment and tenure, the candidate will not be appointed to the position. In the event that the dean and the department come to an agreement that the candidate merits appointment and tenure, the candidate's dossier will be forwarded to the provost. If the provost judges the candidate untenurable or otherwise unacceptable, the candidate will not be appointed to the position.

If other finalists are subsequently recommended for the position, the identical procedure will be followed. Should no suitable tenurable candidate be found, the search will end unsuccessfully.

2.2.5.3.2 Granting Tenure on Initial Appointment for Administrative Positions

In the case of an administrative position at or above the rank of dean and below that of Provost in which it is deemed appropriate to award academic tenure on initial appointment, a duly constituted search committee will be formed, and appropriate advertisements specifying the type of search and the qualifications necessary for a successful candidate will be authorized. The search will be clearly designated as an internal search, an external search, or a search that is open to both internal and external candidates. Since this is a position that will carry an award of tenure, external candidates for the position will be required to submit applications that provide evidence of excellence in teaching, research and scholarship, and service. Should the search committee require further information, the candidates will be contacted to supply that information. It is inappropriate for anyone involved in the

review process to solicit evaluations of the candidate from any other individuals or groups external to Lehigh without the candidate's permission.

All finalists for the position who are interviewed must be judged by the search committee to have records that appear to warrant a recommendation of tenure. Once the preliminary list of finalists is determined, their files will be made available to the tenured faculty of the respective department(s) for review. The chair of each relevant department will meet with the tenured faculty to discuss the qualifications of the candidate(s), applying the university criteria of excellence in teaching, research and scholarship, and service. In the event of a nontraditional candidate not previously holding an academic appointment, evidence of the candidate's excellence in teaching, research and scholarship, and service will be supplied and considered.

The relevant departments' tenured faculty will then vote on the tenurability of each candidate based on the candidate's possessing an exceptional track record and qualities that indicate future success as faculty members at Lehigh University. Any candidate who fails to receive the support of the majority of the tenured faculty will be excluded from the final list of finalists.

Once the top candidate for the position has been selected in accordance with the approved procedures of the college, the tenured members of the department in which the candidate is seeking tenure will submit to the department chair substantive letters that appraise the candidate's overall record, and that address the question of whether or not the candidate merits tenure, specifying reasons for the recommendation. These letters will be included in the candidate's dossier.

The complete dossier, including the tenure evaluation letters of the department faculty, will be forwarded to the appropriate administrator(s).

For appointments at the level of president or provost only the candidate selected for the position will be reviewed for tenurability by their prospective home department. The review by the home department will be conducted after the announcement is made but before appointment by the Board of Trustees.

2.2.5.4 Timely Tenure Review

It is the responsibility of the provost to notify the deans and relevant department chairs by the start of the spring semester of all tenure reviews scheduled for the next academic year. It is the responsibility of the dean and department chair to ensure that a timely review is carried out according to the procedures in this section. In the unusual and extraordinary event that the review cannot be carried out by the end of the probationary period, the probationary period will be extended long enough to accommodate the tenure review process. Such an extension will not be grounds for claiming tenure by default.

2.2.5.5 Time Included in Probationary Period

2.2.5.5.1 Time Spent on Leave of Absence

Time spent on leave of absence for advanced study, research, teaching, or other scholarly pursuits is included in the probationary period. The letter granting such a leave must state that the time on leave is included in the probationary period.

2.2.5.6 Time Not Included in Probationary Period

Time accrued in the following ways does not count as part of the probationary period.

2.2.5.6.1 Rank of Instructor

Semesters of service at the rank of instructor.

2.2.5.6.2 Certain Leaves of Absence

See 2.2.5.7 on extensions to the probationary period.

2.2.5.6.3 Service at Another Institution

Semesters of service as a member of the faculty at another institution, prior to one's appointment at Lehigh.

2.2.5.6.4 Part-Time Service

Semesters of part-time service as an adjunct faculty member prior to initial tenure track appointment.

2.2.5.6.5 Administrative Service

Semesters of service in an administrative position that removes the untenured faculty member from the normal faculty functions of teaching and research. If such time exceeds two years, the faculty member automatically is removed from the tenure track and may reenter the tenure track only after an initial appointment process has been conducted in their original department or another department; upon reentry, prior time in the tenure track is counted in the probationary period.

2.2.5.6.6 Years Spent as a Visiting Professor

Years of full-time service at any visiting professorial rank at Lehigh are not included in the probationary period. (See section 2.2.3)

2.2.5.6.7 Years Spent as a Professor of Practice or Lecturer

Years of service spent as a term faculty member (teaching faculty, research faculty, or a professor of practice) prior to initial tenure track appointment are not included in the probationary period.

2.2.5.7 Extensions to the probationary period

2.2.5.7.1 Extension of Probationary Period for Parenthood

An untenured faculty member (assistant, associate, or full professor) who becomes the parent of a child by birth or adoption will automatically receive a one-year extension of their appointment by the provost. The faculty member’s service will be extended by one year for each child, by birth or adoption, with a limit of two one-year extensions of the probationary period (as limited by 2.2.5.8). Expectations for meeting tenure criteria shall not be increased for tenure candidates who receive extensions. Tenure candidates who receive extensions will be evaluated with the same tenure criteria as candidates who have received no extensions.

This provision will also apply to an untenured faculty member who, at the start of their tenure-track position, has a child or children under six years old; in this case, the first appointment may be

extended by no more than one year. If the newly hired faculty member has more than one child under age six years when hired, the second extension may be taken during the second or third appointment.

Notification of an extension for parenthood must be made by the faculty member's department in writing to the provost as soon as possible. Notification must be received by the provost prior to the date on which the faculty member's tenure package is required to be sent to external reviewers (that is, on or about August 1 for Fall Cycle tenure review; January 2 for Spring Cycle tenure review). In response, the provost will send a letter informing the faculty member of their revised reappointment and tenure review schedule. The faculty member will confirm acceptance of the new dates or decline to have their probationary period extended.

If an untenured faculty member initially rejects the extension or does not inform the department chair of their parenthood, they may later notify the department chair and submit a request to the provost prior to the deadline indicated above. Conversely, a faculty member may request to be considered for tenure prior to the deadline established when they confirmed the tenure-clock extension. See 2.2.2.4 for the provision that the tenure review may be conducted in any year prior to the terminal date of a faculty member's probationary period.

During tenure review, the department chair shall inform internal and external evaluators that the candidate must be evaluated with the same tenure criteria as candidates who have received no extensions and with the same expectations for accomplishments as would be applied to candidates who received no extensions.

2.2.5.7.2 Extension of Probationary Period for Personal Disability, Family Care, Public Service, Military Service, or Extreme Personal Hardship

An untenured faculty member (assistant, associate, or full professor) may request from the provost a tenure-clock extension of one semester or one year for the reasons listed below (as limited by 2.2.5.8).

1) The faculty member must provide adequate documentation of the situation necessitating the request. For faculty on approved disability leave or family and medical leave, no further medical certification is required.
2) Faculty member's own disabling health condition. (Faculty members should also be aware of the disability accommodation process provided in the Manual for Disability Accommodation for Faculty posted on the Provost's web site.)
3) Primary care of family member or domestic partner for serious health condition.
4) Placement of child in faculty member's home for foster care.
5) Public or military service.
6) A qualifying exigency arising out of the fact that the employee's family member or domestic partner is on active military duty or is called to active duty.
7) Extreme personal hardship, e.g., death of partner/spouse or child.

The faculty member will request the extension from the provost in writing as soon as possible after the faculty member recognizes the need for the extension and will inform the department chair of the request for an extension. Notification must be received by the provost prior to the date on which the faculty member's tenure package is required to be sent to external reviewers (that is, on or about August 1 for Fall Cycle tenure review; January 2 for Spring Cycle tenure review).

The provost will consider the request and send a letter to the faculty member regarding whether or not the request is approved. If approved, the letter will inform the faculty member of their revised reappointment and tenure review schedule. The faculty member will sign the letter to confirm

acceptance of the new dates. The provost's office will inform the dean and department chair of the new dates.

Expectations for meeting tenure criteria shall not be increased for tenure candidates who receive extensions. During tenure review, therefore, the department chair shall inform internal and external evaluators that the candidate must be evaluated with the same tenure criteria as candidates who have received no extensions and with the same expectations for accomplishments as would be applied to candidates who received no extensions.

2.2.5.7.3 Elective Extension of Probationary Period for Any Reason in the Year Prior to the Final Probationary Year

An untenured faculty member (assistant, associate, or full professor) may, in the year prior to their final probationary year, request from the provost a tenure-clock extension of one semester or one year for any reason, provided that they have not already been granted extensions constituting the maximum of probationary period as stated in R&P 2.2.5.8.

The faculty member will request the extension from the provost in writing as soon as possible after the faculty member decides they wish to request the extension and will inform the department chair of the request for an extension. Notification must be received by the provost prior to the date on which the faculty member's tenure package is required to be sent to external reviewers (that is, on or about August 1 for Fall Cycle tenure review; January 2 for Spring Cycle tenure review).

If granting the extension would not violate the maximum length for the probationary period, the provost shall grant the request and send a letter to the faculty member informing them of the revised reappointment and tenure review schedule. The faculty member will sign the letter to confirm acceptance of the new dates. The provost's office will inform the dean and department chair of the new dates.

Expectations for meeting tenure criteria shall not be increased for tenure candidates who receive extensions. During tenure review, therefore, the department chair shall inform internal and external evaluators that the candidate must be evaluated with the same tenure criteria as candidates who have received no extensions and with the same expectations for accomplishments as would be applied to candidates who received no extensions.

2.2.5.8 Maximum Length of Probationary Period

The maximum length of the probationary period of a faculty member, with all extensions, is eight years.

Under extreme circumstance, such as a prolonged shutdown of University facilities, the Provost may consider extending the maximum length of the probationary period beyond the established eight year limit.

The Faculty recognizes the significant disruption that COVID-19 may have had on faculty and their ability to pursue their respective research programs. Consequently, tenure track faculty may request an extension, see R&P 2.2.5.7.2 (7), of their probationary period due to disruptions in their progress toward meeting applicable tenure standards due to COVID-19. The grant of an extension due to COVID-19 to a faculty member shall result in a corresponding extension to such faculty member's maximum probationary period.

2.2.5.9 Transitioning Before Tenure Review

Tenure track faculty who have not yet initiated the tenure review process (see R&P 2.2.6.1: Initiating the Tenure Review Process.) may request transition from tenure track university faculty status to term faculty status as teaching or research faculty. This process is initiated by a letter from the faculty member to their dean (copies to appropriate department chair and provost). After consultation with the tenured members of the relevant Department, the dean will notify the faculty member in a timely manner whether this request is accepted or not.

If the faculty member's request is accepted, the tenure review process will stop. Note that an assistant professor who has had their transition request accepted is not eligible for a tenure review at any later time. If the faculty member's transition request is not accepted, the tenure review process will continue. Neither the letter requesting transition, nor any associated correspondence will be included in the faculty member's tenure review package and external reviewers will not be informed.

2.2.6 Tenure Review Process

2.2.6.1 Initiating the tenure review process

The formal tenure review process may be initiated in any of the following three ways:

1) The candidate begins the final year of their probationary period and must initiate the tenure review process or decline to do so (per section 2.2.2.4).

2) Prior to the final probationary year, the tenured departmental faculty support beginning the formal tenure review, inform the candidate in writing of this support, and the candidate concurs. The next four paragraphs detail this procedure:

    a. The tenured departmental faculty will consider during annual and reappointment reviews whether or not the untenured faculty member has a strong case to be considered for tenure review prior to the final probationary year. They will consider the entire record of accomplishments in teaching, research and scholarship, and service.

    b. If the tenured departmental faculty agree unanimously or with a strong majority that the candidate has a strong case for tenure review, the department chair shall prepare a departmental letter of support addressed to the candidate. This letter shall (i) individually address teaching, research/scholarship, and service; (ii) explicitly state the departmental faculty's support; (iii) describe the strength of that support using one of two descriptors: unanimous or strong majority; and (iv) provide a brief clearly stated rationale for supporting the candidate initiating the tenure review process prior to the final probationary year.

    c. The department chair will provide the candidate with a copy of the letter of support and meet with the candidate to discuss its contents.

    d. The candidate will then decide to initiate the process or not. If the candidate decides to initiate the tenure review process, a copy of the departmental letter of support shall be sent to the dean and the provost. If the candidate decides not to initiate the tenure review process, a copy of the letter of support will be placed in the candidate's personnel file in the provost's office.

3) Prior to the final probationary year, the candidate requests a formal tenure review, the tenured departmental faculty meet to discuss the candidate's position relative to tenure and inform the candidate in writing whether they support the candidate initiating the tenure review process prior to the final probationary year, and the candidate decides to initiate that review. The next three paragraphs detail this procedure:

    a. After meeting with the tenured departmental faculty to discuss the candidate's position relative to tenure, the department chair shall prepare a departmental letter of support or non-support addressed to the candidate. The tenured departmental faculty will provide a letter of support only if they agree unanimously or with a strong majority that the candidate has a strong case for initiating the tenure review; otherwise, the letter shall be deemed to be a letter of non-support. The departmental letter shall (i) individually address teaching, research/scholarship, and service; (ii) explicitly state the tenured departmental faculty's support or non-support; (iii) describe the strength of support as either unanimous or strong majority or the strength of non-support using one of three descriptors: unanimous, strong majority, or mixed; and (iv) provide a brief clearly stated rationale for supporting or not supporting the candidate initiating the tenure review process prior to the final probationary year.

    b. The department chair will provide the candidate with a copy of the letter of support or non-support and meet with the candidate to discuss its contents.

    c. The candidate will then decide to initiate the process or not. If the candidate decides to initiate the tenure review process, a copy of the departmental letter of support or non-support shall be sent to the dean and the provost. If the candidate decides not to initiate the tenure review process, a copy of the letter of support or non-support will be placed in the candidate's personnel file in the provost's office. A candidate who initiates the formal tenure review process without the support of the tenured departmental faculty shall not be eligible for a second tenure consideration within the probationary period (see section 2.2.6.14).

In both (2) and (3) above, the tenured departmental faculty's support for the candidate initiating the tenure review process indicates that the departmental faculty think the candidate is ready to be considered for tenure and that they anticipate a favorable outcome to such a tenure review. A departmental letter of support for initiating the tenure review process is not the same as a departmental tenure recommendation.

Tenure recommendations are made on the basis of a full dossier, complete with external letters of review. The tenured departmental faculty do not, at the time of supporting tenure review, have such a complete dossier on which to base a definitive judgment.

2.2.6.2 External Evaluation

The department chair, in consultation with the tenured members of the department, the dean, and the candidate for tenure, has initial responsibility for preparing a list of external evaluators. External evaluators must be professionals and scholars from outside the university who are competent to judge the professional qualifications, particularly the research and scholarship, of the candidate.

The chair then advises the candidate of the people being considered as external evaluators. The candidate may nominate their own external evaluators. The dean and provost, in consultation with the chair, approve the final selection of five or more external evaluators. At least one of the external evaluators must be one of the candidate's nominees. No more than two of the external evaluators can

be nominated by the candidate. The candidate may file written objections to the selection of evaluators on the basis of their belief that they would not or could not provide qualified, fair, and impartial evaluations. Disagreements concerning the final selection of external evaluators will be resolved by the provost. Should any additional letters be solicited, the above procedure must be followed.

The candidate and the chair then assemble the materials to be sent to the external evaluators. The chair solicits the evaluations of the outside evaluators using a letter format and text approved by the provost. Informal or other communications with external evaluators by other means with the intention of predetermining or influencing the content of reviews are entirely inappropriate. It is also inappropriate for anyone involved in the tenure review process to solicit evaluations of the candidate from any other individuals or groups external to Lehigh.

2.2.6.3 Assembly of Materials for Faculty Review

The chair then meets with the tenure candidate and makes available the file to be used by the tenured faculty (hereinafter the tenure-review file), excluding the external evaluators' letters. The candidate is not allowed to see the external evaluators' letters. The candidate is permitted to add to the file or comment in writing on its contents. The candidate's additional materials and commentary will be included in the file. Because the review file is the only source of information for the review process, it is the responsibility of the candidate, in consultation with the department chair, to prepare a tenure review file that contains the information needed to evaluate the candidate’s research and scholarship, teaching and service.

2.2.6.4 Departmental Evaluation

The department chair then meets with the tenured faculty, having made available or provided each of them with a copy of the tenure- review file including the letters of the external evaluators. The tenured faculty discuss the candidate's qualifications, applying the criteria, as stated in section 2.2.1.5 and as applied in the annual departmental evaluations of the untenured faculty member. Following this meeting, each tenured voting member (including the chair, if tenured) submits a written evaluation of the candidate's qualifications based on the criteria (see section 2.2.2.2.2 for the definition of voting members in tenure cases). These letters of evaluation must be substantive letters that appraise the candidate’s record in teaching, research and scholarship, and service and that address the questions of whether or not the candidate merits tenure and the reasons for the recommendation.

2.2.6.5 Departmental Recommendation (October 2026)

After receiving the faculty letters, the chair writes the department's recommendation. This recommendation summarizes the tenured voting members' recommendations, and discusses in detail each of the criteria as applied to the candidate. The chair shares a copy of this document with the tenured faculty. A tenured faculty member can object to this document, and if not satisfied, submit in writing their objections; these objections are included in the candidate's tenure review file. In the event that the department fails to make a recommendation (the tenured voting members’ recommendations yield a tie vote), then the College Tenure Committee’s (Section 2.2.6.9) recommendation constitutes a “faculty recommendation.”

2.2.6.6 Pre-Submission Consultation with the Candidate

The department chair then meets with the tenure candidate and informs them orally of the department's recommendation. The department's evaluation regarding each of the criteria is discussed.

The candidate is advised of the strength of the department's recommendation (e.g., unanimous, strong majority, narrow majority). The candidate may request the substance of this discussion in writing. In providing this information, the chair must not disclose the identities of individual evaluators. The candidate is advised that they may submit written comments on the department's evaluation and that such comments will be included in the tenure review file. The candidate also is advised that they may withdraw from consideration and terminate the tenure review process at this stage.

2.2.6.7 Submission to the Dean of Tenure Materials (10/2025)

The department chair then forwards to the dean the candidate's complete tenure-review file, including the letters from the external evaluators and the letters written by the faculty. Once the tenure review file leaves the department no other substantive information may be added to the file except as described in the following sections.

2.2.6.8 Submission to the College Tenure Committee

The dean of the college monitors the tenure review process, making certain that individuals for whom tenure decisions are due are considered and that tenure review files are complete. The dean forwards, upon receipt from the department, a copy of the complete tenure review file to the college tenure committee.

2.2.6.9 College Tenure Committee Review (10/2025)

The college tenure committee is responsible for recommending for or against promotion and/or tenure of any member of the college.

The college tenure committee is empowered to solicit from the candidate, the department, the chair, the dean, and the provost any materials it deems relevant in addition to the tenure review file. The committee's recommendation on the merits of each case is to be based solely on the criteria as stipulated in section 2.2.1.5, i.e., excellence in teaching, research and scholarship, and service to the university. The committee's recommendation, the departmental recommendation, and the tenure review file are forwarded to the dean. The college committee is to make its own substantive and independent recommendation on whether or not a candidate merits tenure or promotion. At least five members of each committee must vote without abstention on any tenure or promotion case. No faculty member may vote more than once on any tenure case (i.e., if a faculty member votes as a department member, they shall not vote on any college or university committee reviewing the same case.) All votes, including abstentions, shall be recorded. The committee will write a letter that summarizes the vote and the majority recommendation.

When the college tenure committee agrees with the departmental recommendation, their recommendations together constitute a "faculty recommendation." If the committee's recommendation is contrary to that of the department, there is not a "faculty recommendation," as defined in section 2.2.2.1. In the event that the department fails to make a recommendation (the tenured voting members' recommendations yield a tie vote) (Section 2.2.6.5), then the college tenure committee's recommendation constitutes a "faculty recommendation."

In the absence of a unanimous committee recommendation, the committee chair designates a member representing the minority opinion to write a letter to the dean expressing the reasons for the vote of the minority. The minority opinion shall be added to the review file.

2.2.6.10 Dean's Recommendation

When there is a “faculty recommendation,” the dean prepares their own recommendation after receiving the tenure review file. In the absence of a "faculty recommendation" (that is, when the departmental recommendation and the college tenure committee's recommendation do not agree), the dean will notify the department chair of the tenure committee’s recommendation by sending the chair a copy of the tenure committee’s letter and any minority opinion letter. The department may submit a rebuttal for consideration by the dean, which then becomes a part of the review file. The dean will review the departmental recommendation, the college tenure committee's recommendation, and any departmental rebuttal and evaluate the candidate's qualifications in terms of the criteria (as stated in section 2.2.1.5 and as applied in the annual evaluations). Before making their final recommendation, the dean will hold two separate meetings, one with the college tenure committee and one with the voting members of the department who participated in the evaluation of the candidate. At these meetings, the dean shall discuss their reasons for agreeing with one faculty group and disagreeing with the other.

In the event the dean is considering a recommendation contrary to a “faculty recommendation” as described in section 2.2.2.1, prior to making a final decision, the dean will call a single joint meeting of the college tenure committee and the voting members of the department who participated in the evaluation of the candidate. The purpose of this meeting is to give the dean an opportunity to clarify their understanding of the faculty recommendation and to have a two-way conversation with the faculty about what the dean and the faculty see as key differences.

2.2.6.11 Pre-Submission Dean Consultation with the Candidate (10/2026)

Prior to forwarding the tenure review file to the provost, the dean writes a letter, addressed to the provost, indicating the dean’s recommendation regarding tenure and the reasons for that recommendation. This letter will be included in the tenure review file. The dean meets with the tenure candidate and informs them of the recommendation of the college tenure committee. The tenure committee’s evaluation regarding each of the criteria is discussed. The candidate is advised of the strength of the committee’s recommendation (e.g., unanimous, strong majority, narrow majority). The candidate may request the substance of this discussion in writing. In providing this information, the dean must not disclose the identities of individual evaluators.

At this meeting the dean also informs the candidate of their own recommendation and provides the candidate with a copy of the dean’s recommendation letter to the provost. The candidate is advised that they may submit written comments, following the tenure review timetable established by the provost, on the tenure committee’s recommendation and/or the dean’s recommendation and that such comments will be included in the tenure review file. The candidate also is advised that they may withdraw from consideration and terminate the tenure review process at this stage.

2.2.6.12 Submission to the Provost

The dean then forwards to the provost the candidate’s complete tenure-review file, which now includes the recommendations of the college tenure committee and the dean as well as any additional written comments provided by the candidate.

2.2.6.13 Administration's Recommendation

After receiving the tenure review file, including the recommendations of the department, the college tenure committee, and the dean, the provost shall consider their own recommendation.

In the absence of a "faculty recommendation" (that is, when the departmental recommendation and the college tenure committee's recommendation do not agree), the provost will review both the departmental recommendation and the college tenure committee's recommendation and evaluate the candidate's qualifications in terms of the criteria (as stated in section 2.2.1.5 and as applied in the annual evaluations). Before making their final recommendation, the provost will hold two separate meetings, one with the college tenure committee and one with the voting members of the department who participated in the evaluation of the candidate. The dean shall attend each of these meetings. At these meetings, the provost shall discuss their reasons for agreeing with one faculty group and disagreeing with the other.

Following these meetings, the provost will make their recommendation and share it in writing with the candidate. In the event the provost is considering a recommendation contrary to a “faculty recommendation” as described in section 2.2.2.1, the following procedure will be followed:

1) Prior to making a final decision, the provost will call a single joint meeting with the dean, the college tenure committee and the voting members of the department who participated in the evaluation of the candidate. The purpose of this meeting is to give the provost an opportunity to clarify their understanding of the faculty recommendation and to have a two-way conversation with the faculty about what the provost and the faculty see as key differences.

2) Following this meeting, the provost shall make their recommendation and inform the candidate in writing of that recommendation.

2.2.6.14 Second Consideration for Tenure within Probationary Period

Second consideration for tenure is available only to a faculty member who originally initiated the tenure review process with the support of the department tenured faculty (see 2.2.6.1) prior to their final probationary year but withdrew from the tenure review process that first time. It is not available to a faculty member who initiated the tenure review process prior to the final probationary year without the support of the department tenured faculty.

If the tenure review process was initiated with the support of the department tenured faculty prior to the candidate’s final probationary year and they withdraw from consideration before the dean forwards the tenure review file to the provost, tenure review may be initiated a second and final time within the probationary period. The candidate may withdraw from consideration at the department or college level. If the case has proceeded to the dean’s consultation with the candidate (2.2.6.11), the dean will provide the candidate the opportunity to decide whether to continue or withdraw, following the timetable established by the provost. The dean then either forwards or does not forward the file to the provost in accordance with the candidate’s decision.

When the provost receives a tenure review file, they will follow the procedures in 2.2.6.13. The provost shall notify the candidate in writing of their recommendation.

Once the tenure file has been forwarded to the provost, a candidate may request to withdraw from the tenure review process, either before or after the provost has made their recommendation, but before the tenure review file is sent to the board of trustees. If the candidate decides to withdraw, they will notify the provost in writing within two weeks of the date of the provost’s letter of notification.

A candidate who withdraws from the review process after the tenure file has been forwarded to the provost will be permitted to initiate a second and final tenure review within the probationary period only if the following three conditions are met: (1) the first tenure review process was initiated with the support of the department tenured faculty prior to the candidate’s final probationary year, (2) the

candidate’s file came to the provost’s office with a positive faculty recommendation (that is, both the departmental and college tenure committee supported granting tenure; see 2.2.2.1) and (3) the candidate received a positive tenure recommendation from the college dean.

A candidate who requests to withdraw after the tenure file has been forwarded to the provost but does not meet all three conditions in the previous paragraph will not be permitted to initiate the tenure review process a second time and will receive an appointment for a terminal year. A candidate who is denied tenure by the board of trustees will not be permitted to initiate the tenure review process a second time and will receive an appointment for a terminal year.

When a faculty member is considered for tenure a second and final time, they will be evaluated in accordance with the same tenure criteria used in all tenure cases. A new tenure review file will be compiled. In particular, internal and external evaluation letters from the first review will not be included in the new tenure review file, nor shall they be examined or referenced in the second tenure review.

During the process of identifying external evaluators for the second review, the candidate may include among their nominees (see 2.2.6.2) external evaluators who provided letters for the first tenure review. The department’s nominees may also include external evaluators who participated in the first review. However, at least three new reviewers must be included in the final list of external reviewers asked to write letters. As required in 2.2.6.6, the chair will not disclose to the candidate the letters or evaluations of individual evaluators.

During the second tenure review, the department chair will inform internal evaluators that the candidate must be evaluated in accordance with the same tenure criteria as candidates who are coming up for tenure the first time. If external evaluators for the first review are asked to provide letters for the second review, the chair will inform them that the candidate must be evaluated in accordance with the same standards as candidates who are coming up for tenure the first time.

In all other respects, the second tenure review will follow the process outlined in 2.2.6.

2.2.7 Reappointment of Tenure Track Faculty

If reappointment involves a tenure decision, the procedures specified in sections 2.2.5 and 2.2.6 must be followed. If tenure is not involved, the following procedures apply. The terms of reappointment are the same as those defined under initial appointments (section 2.2.3).

2.2.7.1 Faculty Consultation

During the fall semester of each year, the department chair calls together the tenured voting members of the department as defined in section 2.2.2.2 to discuss the advisability of the reappointment of each non-tenured member of the department who is due for reappointment. The chair solicits the written opinions of each tenured member; such written opinions address themselves to the criteria specified in section 2.2.1.5 and applied in the annual departmental evaluations of the untenured faculty member. The department chair then summarizes the faculty opinion, including their own opinion as a member of the department.

2.2.7.2 Consultation with the Candidate

The department chair then provides the untenured faculty member whose reappointment is under consideration with a written summary of the department's evaluation. In providing this summary, the

chair must not disclose the identities of the evaluators. The untenured faculty member is notified that they have the right to write a response to the departmental evaluation; if the untenured faculty member chooses to write such a response, it too is forwarded to the dean along with the chair's report of the department's recommendation and the written opinions of each tenured member of the department.

2.2.7.3 Review by the Dean

The dean reviews the material forwarded by the department. If the dean's recommendation of the faculty member's suitability for reappointment agrees with the recommendation of the department, the dean sends a written summary of their evaluation to the untenured faculty member. The untenured faculty member is notified that they have the right to write a response to the dean's evaluation; if the untenured faculty member chooses to write such a response, it too is forwarded to the provost along with the dean's evaluation and the department materials.

If the dean's recommendation differs from the departmental recommendation, the dean shall meet with the tenured members of the department. The purpose of this meeting is to give the dean an opportunity to clarify their understanding of the departmental recommendation and to have a two-way conversation with the faculty about what the dean and faculty see as key differences. The dean then sends a written summary of their evaluation to the untenured faculty member, and the dean's evaluation and the departmental materials are sent to the provost. The untenured faculty member is notified that they have the right to write a response to the dean's evaluation; if the untenured faculty member chooses to write such a response, it too is forwarded to the provost along with the dean's evaluation and the department materials.

2.2.7.4 In Matters of Disagreement

The provost reviews the material from the department and the dean's evaluation, as well as any rebuttal letter from the untenured faculty member.

If the provost's recommendation differs from the departmental recommendation, the provost shall meet with the tenured members of the department. The dean shall attend this meeting. The purpose of this meeting is to give the provost an opportunity to clarify their understanding of the departmental recommendation and to have a two- way conversation with the faculty about what the provost and the faculty see as key differences. The provost then writes a formal letter to the untenured faculty member notifying them of the university decision and the provost informs the Board of Trustees of the final decision.

2.2.7.5 Timely Notice of Termination

Prior to formal notification from the provost, the dean or the department chair may informally notify the untenured faculty member of the university decision.

A faculty member whose reappointment is denied must be given written notice, including the reasons for denial of reappointment, by the provost according to the following schedule.

2.2.7.5.1 Initial One-Year Appointment

A faculty member in an initial one-year appointment must receive notice at least six months prior to termination of the appointment.

2.2.7.5.2 Initial Two-Year Appointment

A faculty member in an initial two-year appointment or in a second one-year appointment must receive notice at least nine months prior to the termination of the appointment.

2.2.7.5.3 More than Two Years

A faculty member who will have been at Lehigh more than two years by the end of the current appointment must receive notice at least one year prior to termination of the appointment.

2.2.7.5.4 All Other Cases

Three months is the minimum notice under circumstances not otherwise specified.

2.2.7.5.5 Failure to Provide Timely Notice

Failure to provide notice, as specified above, automatically entitles the faculty member to an additional terminal year if the maximum probationary period has not been met. In the case of a tenure track faculty member, if notice to terminate has not been given by the end of the maximum probationary period, the faculty member must be reviewed for tenure and, if tenure is not granted, must receive notice at least one year prior to termination of the appointment.

2.2.8 Promotion - General Provisions

2.2.8.1 Three Years of Service as an Instructor

A member of the faculty who serves as an instructor must meet all applicable requirements for, and must be promoted to assistant professor within three years of initial appointment. As stated in section 2.2.3, an instructor not promoted to assistant professor within three years of the date of initial appointment must not be reappointed for a fourth year.

Therefore, if an instructor has not received notice of promotion to assistant professor prior to the end of their second year as instructor, they shall regard the absence of such promotion notice as one year advance notice of the termination of their appointment at the end of the third year.

2.2.8.2 Ninth-Year Promotion Review for Tenured Associate Professors (October 2026)

A tenured associate professor may be considered for promotion in any year in rank.

Prior to their ninth year in rank, the associate professor has the right to request consideration for promotion by submitting written notification to the dean through the department chair, and to the provost, whereupon the department will then conduct a formal review for promotion to full professor in accordance with the process outlined in section 2.2.9.

In the absence of a request for consideration, the faculty member will be reviewed formally for promotion to full professor (in accordance with the process outlined in section 2.2.9) no later than their ninth year in rank unless the faculty member exercises their right to postpone a scheduled review by submitting written notification to the dean through the department chair, and to the provost.

Faculty members who postpone their ninth-year promotion review may, in any subsequent year, exercise their right to request consideration for promotion, whereupon the department will then conduct a formal review for promotion in accordance with the process outlined in section 2.2.9.

2.2.9 Promotion Review Process

2.2.9.1 Applicability of the Process Described

The procedures described in this section must be followed for all promotions except for promotions involving tenure and for promotions from instructor to assistant professor. When a promotion involves tenure, the procedures specified in sections 2.2.5 and 2.2.6 must be followed. In cases of promotion from instructor to assistant professor, no formal review is required except by the department chair to ensure that the requirements of section 2.2.3 have been met. Because the rank of instructor is reserved for persons who are working toward a terminal degree or equivalent professional certification in their fields and who are expected to complete those requirements within two years, an instructor will be promoted to assistant professor at the beginning of the semester following their receipt of the appropriate terminal degree or professional certification. Promotion from instructor to assistant professor is subject to the terms of the current appointment or reappointment contract and subject to the three-year limitation on instructorships.

2.2.9.2 Initiating the Promotion Review Process

When a promotion is under consideration, the department chair calls together all tenured voting members (see 2.2.2.2.3) above the rank of the candidate (including eligible administrators who are members of the department) to discuss the proposed promotion. If the department chair is not tenured or does not hold rank above that of the candidate, the dean, in consultation with the department and the college promotion and tenure committee, appoints another member of the department (with tenure and the appropriate rank) to assume the chair's duties with regard to the promotion review process. In a department with fewer than three tenured faculty above the rank of the candidate, the department chair consults with the academic dean and chooses appropriate tenured faculty from closely related academic disciplines to be involved as voting members in the review process. In such a case, the chair informs the candidate of the selection of extra-departmental faculty; the candidate is given the opportunity to object to the selection on the grounds that the selected extra-departmental evaluators could not or would not provide qualified, fair, and impartial evaluations; if the candidate is not satisfied with the final selection, they may add a statement explaining these objections to their promotion review file (described in the following paragraph). In the case of joint appointments, see section 2.2.3.1.

2.2.9.3 External Evaluation

The department chair, in consultation with the full professors of the department, the dean, and the candidate for promotion, has initial responsibility for preparing a list of external evaluators. External evaluators must be professionals and scholars from outside the university who are competent to judge the professional qualifications, particularly the research and scholarship, of the candidate.

The chair then advises the candidate of the people being considered as external evaluators. The candidate may nominate their own external evaluators. The dean and provost, in consultation with the chair, approves the final selection of five or more external evaluators. At least one of the external evaluators must be one of the candidate's nominees. No more than two of the external evaluators can be nominated by the candidate. The candidate may file written objections to the selection of evaluators on the basis of their belief that they would not or could not provide qualified, fair, and impartial evaluations. Disagreements concerning the final selection of external evaluators will be

resolved by the provost. Should any additional letters be solicited, the above procedure must be followed.

The candidate and the chair then assemble the materials to be sent to the external evaluators. The chair solicits the evaluations of the outside evaluators using a letter format and text approved by the provost. Informal or other communications with external evaluators by other means with the intention of predetermining or influencing the content of reviews are entirely inappropriate. It is also inappropriate for anyone involved in the promotion review process to solicit evaluations of the candidate from any other individuals or groups external to Lehigh.

The requirement of external evaluators for promotion to full professor may be waived in exceptional circumstances upon request of the department with approval by the provost.

2.2.9.4 Departmental Evaluation

The chair requests the candidate to assemble a promotion review file, consisting of information and documents (or other material) to be used in the review. The chair shares this file, including the letters of the external evaluators, with the faculty involved in the review process. The candidate is not allowed to see the external evaluators' letters.

Because the review file is the only source of information for the review process, it is the responsibility of the candidate, in consultation with the department chair, to prepare a promotion review file that contains the information needed to evaluate the candidate’s research and scholarship, teaching and service.

The faculty involved in the review process discuss the candidate's qualifications, applying the criteria, as stated in section 2.2.1.5 and as applied in the triennial evaluations of the faculty member. Each participating faculty member (including the chair if tenured and holding a rank above the candidate) writes an evaluation of the candidate based on the criteria specified in section 2.2.1.5 and applied in the triennial evaluations of the faculty member. These letters of evaluation must be substantive letters that appraise the candidate’s record in teaching, research and scholarship, and service and that address the question of whether or not the candidate merits promotion and the reasons for the recommendation.

2.2.9.5 Departmental Recommendation

The department chair writes the departmental recommendation. This recommendation summarizes the participating faculty members' recommendations and addresses in detail the criteria as applied to the candidate. The chair shares this document with each faculty member participating in the evaluation. Objections to the document can be made to the chair, and, if the objecting faculty member is not satisfied, written objections are to be included in the promotion review file.

In the event that the department fails to make a recommendation (the participating faculty members’ recommendations yield a tie vote), then the college promotion committee’s (Section 2.2.9.9) recommendation constitutes a “faculty recommendation.”

2.2.9.6 Pre-Submission Consultation with the Candidate

The department chair then meets with the candidate and informs them orally of the department's recommendation. The department's evaluation regarding each of the criteria is discussed with the candidate. The candidate is advised of the strength of the department's recommendation (e.g.

unanimous, strong majority, narrow majority). The candidate may request the substance of this discussion in writing; in providing this information, the chair must not disclose the identities of the individual evaluators. The candidate is advised that they may submit written comments on the departmental evaluation and that such comments will be included in the promotion review file. The candidate also is advised that they may withdraw from consideration and terminate the promotion review process at this stage.

2.2.9.7 Submission to the Dean

The department chair then forwards to the dean the complete promotion review file, including the individual letters written by the faculty and those of the external evaluators. Once the promotion review file leaves the department no other substantive information may be added to the file except for the letters described in the following sections.

2.2.9.8 Submission to the College Promotion Committee

The dean of the college monitors the promotion process, making certain that individuals for whom promotion decisions are due are considered and that their promotion review files are complete. The dean forwards, upon receipt from the department, a copy of the complete promotion review file to the college promotion committee.

2.2.9.9 College Promotion Committee Review

The college promotion committee is responsible for recommending for or against promotion of any member of the college. The college committee is to make its own substantive and independent recommendation on whether or not a candidate merits tenure or promotion. The college promotion committee is empowered to solicit from the candidate, the department, the chair, the dean, and the provost any materials it deems relevant. The committee's recommendation on the merits of each case is to be based solely on the criteria as stipulated in section 2.2.1.5 and as applied in the triennial evaluations of the candidate. The committee's recommendation, the departmental recommendation, and the promotion review file are forwarded to the dean.

At least 5 members of each committee must vote without abstention on any promotion case. No faculty member may vote more than once on any promotion case (i.e., if a faculty member votes as a department member, they shall not vote on any college or university committee reviewing the same case). All votes, including abstentions, shall be recorded. The committee will write a letter that summarizes the vote and the majority recommendation.

When the college promotion committee agrees with the departmental recommendation, their recommendations together constitute a "faculty recommendation." If the committee's recommendation is contrary to that of the department, there is not a "faculty recommendation," as defined in section 2.2.2.1. In the event that the department fails to make a recommendation (the participating faculty members' recommendations yield a tie vote) (Section 2.2.9.5), then the college promotion committee's recommendation constitutes a "faculty recommendation."

In the absence of a unanimous committee recommendation, the committee chair designates a member representing the minority opinion to write a letter to the dean expressing the reasons for the vote of the minority. The minority opinion shall be added to the review file.

2.2.9.10 Dean's Recommendation

When there is a “faculty recommendation,” the dean prepares their own recommendation after receiving the promotion review file, including the department's recommendation and the college promotion committee's recommendation.

In the absence of a "faculty recommendation" (that is, when the departmental recommendation and the college promotion committee's recommendation do not agree), the dean will notify the department chair of the promotion committee’s recommendation by sending them a copy of the promotion committee’s letter, any minority opinion letter and any material that has been added to the promotion review file. The department may submit a rebuttal to the dean for consideration by the dean, which then becomes a part of the review file. The dean will review the departmental recommendation, the college promotion committee's recommendation, and any departmental rebuttal and evaluate the candidate's qualifications in terms of the criteria (as stated in section 2.2.1.5 and as applied in the annual evaluations and/or triennial reviews). Before making their final recommendation, the dean will hold two separate meetings, one with the college promotion committee and one with the voting members of the department who participated in the evaluation of the candidate. At these meetings, the dean shall discuss their reasons for agreeing with one faculty group and disagreeing with the other.

In the event the dean is considering a recommendation contrary to a “faculty recommendation” as described in section 2.2.2.1, before making a final recommendation, the dean will call a single joint meeting of the college promotion committee and the voting members of the department who participated in the evaluation of the candidate. The purpose of this meeting is to give the dean an opportunity to clarify their understanding of the faculty recommendation and to have a two-way conversation with the faculty about what the dean and the faculty see as key differences.

2.2.9.11 Pre-Submission Dean Consultation with the Candidate (10/2026)

Prior to forwarding the promotion review file to the provost, the dean writes a letter, addressed to the provost, indicating the dean’s recommendation regarding promotion and the reasons for that recommendation. This letter will be included in the promotion review file. The dean meets with the promotion candidate and informs them of the recommendation of the college promotion committee. The promotion committee’s evaluation regarding each of the criteria is discussed. The candidate is advised of the strength of the committee’s recommendation (e.g. unanimous, strong majority, narrow majority). The candidate may request the substance of this discussion in writing. In providing this information, the dean must not disclose the identities of individual evaluators. At this meeting the dean also informs the candidate of their own recommendation and provides the candidate with a copy of the dean’s recommendation letter to the provost. The candidate is advised that they may submit written comments, following the promotion timetable established by the provost, on the promotion committee’s evaluation and/or the dean’s recommendation and that such comments will be included in the promotion review file. The candidate also is advised that they may withdraw from consideration and terminate the promotion review process at this stage.

2.2.9.12 Submission to the Provost

The dean then forwards to the provost the candidate's complete promotion review file, which now includes the recommendations of the college promotion committee and the dean as well as any additional written comments provided by the candidate.

2.2.9.13 Administration's Recommendation

After receiving the promotion review file, including the recommendations of the department, the college promotion committee, and the dean, the provost shall consider their own recommendation. In the absence of a "faculty recommendation" (that is, when the departmental recommendation and the college promotion committee's recommendation do not agree), the provost will review both the departmental recommendation and the college promotion committee's recommendation and evaluate the candidate's qualifications in terms of the criteria (as stated in section 2.2.1.5 and as applied in annual and/or triennial evaluations). Before making their final recommendation, the provost will hold two separate meetings, one with the college promotion committee and one with the voting members of the department who participated in the evaluation of the candidate. The dean shall attend each of these meetings. At these meetings, the provost shall discuss their reasons for agreeing with one faculty group and disagreeing with the other.

Following these meetings, the provost will make their recommendation and share it in writing with the candidate. In the event the provost is considering a recommendation contrary to a “faculty recommendation” as described in section 2.2.2.1, the following procedure will be followed:

1) Prior to making a final decision, the provost will call a single joint meeting with the dean, the college promotion committee and the voting members of the department who participated in the evaluation of the candidate. The purpose of this meeting is to give the provost an opportunity to clarify their understanding of the faculty recommendation and to have a two-way conversation with the faculty about what the provost and the faculty see as key differences.
2) Following this meeting, the provost shall make their recommendation and inform the candidate in writing of that recommendation.

2.2.9.14 Subsequent Promotion Reviews

In the event that promotion is denied or a candidate for promotion withdraws from consideration, all subsequent promotion reviews must begin anew. Internal and external evaluation letters from earlier promotion reviews may not be resubmitted, examined, or referenced; new letters must be solicited both internally and externally. Both the candidate and the department may nominate external evaluators who participated in earlier reviews. However, at least three new reviewers must be included in the list of final external reviewers asked to write letters. The chair will not disclose to the candidate the letters or the evaluations of individual evaluators.

2.2.10 Faculty chairs

1) Appointments to faculty chairs are made by the board of trustees upon the recommendation of the president.

2) A professor holding a faculty chair shall normally be called either university professor or (name) professor (field name). If a donor insists or the terms of the bequest require, the university trustees may accept the chair with a modified title.

3) A faculty member may be appointed to a faculty chair in recognition of exceptional achievement in research and scholarship or teaching and education.

    a. For an appointment to an open chair, the provost shall invite nominations by faculty members. Before making a recommendation to the president about a nominee, the provost shall appoint and consult with an ad hoc committee to review the suitability of all nominees. This committee shall consist of at least three full professors (at least one of whom shall be a holder of a faculty chair), the academic dean from the appropriate

college, and the appropriate department chair (unless a nominee). In instances where a nominee is being considered primarily on the strength of achievements in research and scholarship, the advice and perspective of recognized scholars external to the university may be sought.

b. For reappointment of faculty members to renewable chairs, the dean of the appropriate college shall appoint and meet with one or more ad hoc committees to consider the suitability of renewals. Each committee shall consist of two or three full professors (at least one of whom is or has been a chaired professor). In considering each case, the committee shall solicit feedback from the chair of the candidate's home department and the head of any other academic unit for which the candidate provides at least forty percent effort, i.e., faculty with type 1 appointments. After consultation with the committee, the dean will recommend to the provost either that the current holder of the chair be renewed for another term, or that the chair be opened for nominations under the procedure described above in part 3a.

4) A faculty member or administrator returning to the professorate may be appointed university service professor in recognition of exceptional service to the university. Such an appointment shall be at the discretion of the board upon recommendation of the president.

5) Adjunct faculty, retired faculty, and faculty primarily involved in administration (at the rank of dean or above) shall not be considered for a faculty chair. A holder of a faculty chair, which is not a university professorship, who is subsequently appointed to a predominantly administration position shall relinquish that chair and be designated university professor. Should such an individual return to the regular faculty, they shall retain the university professorship unless subsequently appointed to the other type of faculty chair.

6) A faculty member who retires in any such professorship shall become emeritus in that professorship.

2.2.11 Dismissal for Cause

Dismissal for cause is appropriate when a tenured faculty member is deemed unfit to continue their professional activity as teach or scholar either because of (a) unacceptable behavior or (b) failure to fulfill the essential duties and responsibilities of a faculty member.

1) Examples of behavior that may constitute adequate cause for a dismissal include but are not limited to:

    a. Serious academic misconduct, such as plagiarism, falsification of research data, or other misrepresentation of scholarly work.
    b. Violations of criminal law that represent a threat to the health, safety, or order of the University community.
    c. Substantial and manifest neglect of duty.
    d. Flagrant misuse or misappropriation of University resources for private personal gain, fraudulent misrepresentation to the University, or substantive violation of the non-competition provisions of section 2.5.
    e. Serious misconduct directed against students, faculty, or staff of the University, including such things as harassment and discrimination prohibited by law or University policy.

2) A physical or mental disability such that the faculty member, even with reasonable accommodation, is no longer able to perform the essential duties of their position may also constitute an appropriate ground for dismissal for cause.

The exercise by faculty members of their academic freedom does not constitute grounds for dismissal for cause (See Policy on Academic Freedom, R&P Section 2.1.1).

The Provost's Office initiates all cases for Dismissal for Cause by forwarding them to the Faculty Personnel Committee for review. The faculty member shall be informed of the grounds for dismissal in writing before any hearing and shall receive a description of the Faculty Personnel Committee's procedures in such cases. The Faculty Personnel Committee will consider evidence presented by the advocate for dismissal (he Provost or the Provost's delegate), by the faculty member, and by the witnesses whom either party calls to testify or whom the Faculty Personnel Committee wishes to testify or provide evidence. The faculty member may choose to be represented by counsel and the advocate for dismissal may also be represented by or assisted by counsel. A full stenographic record of all hearings shall be available to all parties concerned.

The Faculty Personnel Committee reserves the right to recommend that the faculty member dismissed for a physical or mental disability be extended emeritus status and retirement benefits if they are otherwise eligible.

The Faculty Personnel Committee shall forward its findings of fact and its recommendation to the Board of Trustees. If the Board of Trustees meets with the Faculty Personnel Committee or its representatives to obtain clarification of the Faculty Personnel Committee's recommendation, both the advocate for dismissal and the faculty member shall have the right to attend this meeting. The decision of the Board of Trustees is final.

2.2.11.1 The Faculty Code of Ethics (FCoE can be found on the Faulty Senate website.)

2.2.12 Retirement

A tenured faculty member who retires relinquishes tenure, and there is no guarantee of a subsequent appointment. A tenured faculty member who is a benefits-eligible retiree (as specified by Human Resources) retires as professor emeritus.

2.3 Appeals Concerning Alleged Arbitrary or Capricious Action

The personnel committee shall hear appeals concerning alleged arbitrary or capricious action on the part of the administration or a department chair that allegedly affects the rights, privileges, continued employment, or academic freedom of a faculty member, except in cases involving behavior pursuant to the University's Policy on Harassment and Non-Discrimination. Appeals in any case handled pursuant to the University's Policy on Harassment and Non-Discrimination shall utilize the procedures established in that policy. For more information about the appeals process see Sections 1.3.2.3 and 2.2.1.6.

2.4 Leave of Absence (October, 2026)

The university recognizes three types of leave that are available to faculty members: (a) paid academic leave for professional development activities; (b) unpaid leave for temporary service in other academic institutions, governmental organizations, business entities, fellowship programs, or for personal reasons; and (c) medical leave. Requests for leave are made by letter to the provost through

the department chair and academic dean. The following paragraphs pertain to the first type of leave (academic leave).

Paid academic leaves of absence from the university are available to tenured and tenure-track faculty only. Such leaves are a valuable means of providing faculty with an opportunity for study, research, travel, writing, professional reeducation, and other professional development activities—in short, for self-improvement that will be beneficial to the university.

A faculty member who desires an academic leave should request the leave with reasons in a letter to the department chair. The chair is expected to seek the advice of departmental faculty members in considering the request. Other administrative personnel who may be involved in the decision-making process include center director (if relevant), the academic dean, vice provost for research (if relevant), provost, president, and the board of trustees.

Each application will be evaluated for potential improvement that will be beneficial to the university, as stated above; appropriateness of timing with respect to other leaves taken by the individual and with respect to leaves being requested by other faculty in the same department; and special needs of the department, college, and university. An academic leave will be granted only where satisfactory arrangements are made to carry on the essential work of the department. Sincere efforts will be made at each level involved in the decision-making process to work out such arrangements.

An academic leave for any full-time faculty member, whether supported fully on the teaching budget or partially on the teaching budget and partially on research, is normally for one semester at full salary, or one academic year at half salary, with fringe benefits being fully paid in either case. Adjustments in salary may be made depending on the amount of outside support available for the leave. In such cases, the intent is that the total financial support during the leave should be on a "no loss/no gain" basis to the faculty member. Under exceptional circumstances an academic leave may be extended for an additional year, usually without salary.

Each faculty member returning from academic leave will furnish, through the chair and academic dean, to the provost a written report of accomplishments while on leave.

2.5 Administration

Each professor shall give their opinion and advice on any subject of university concern when requested by the president of the university.

In any university exercises precedence in rank shall be determined by academic rank and, within the several ranks, by seniority of appointment.

The university recognizes the value to both the individual and the university when a faculty member engages in activities of a professional nature for added compensation. These activities may include but are not limited to consulting, short courses, liaison activity, and corporate board activity. The university approves and encourages that participation when it is complementary and non-competitive to the duties and goals of both parties, and contributes to the professional growth of the individual.

The duties of a full-time faculty member of Lehigh University include teaching, research and scholarship, and service to the university community. In order to fulfill these responsibilities to students, colleagues, and the university, activities for additional compensation should not exceed an average of one day per week during the fall and spring semesters.

All faculty activities of a professional nature for which compensation is received shall be reported annually to the chair and, when appropriate, to the center director. Faculty having administrative responsibilities shall also report to their immediate superior.

If the activity involves private practice or participation as a principal or an officer in any partnership or company, prior approval shall be obtained from the president.

No member of the faculty or other employee of the university shall lend any apparatus or any other property of the university without permission of the president of the university or of the president's designated representative, nor may Lehigh University property be scrapped, sold, exchanged, or moved from one department to another without the consent of the president or their designated representative.

No faculty member may tutor for pay a student of Lehigh University.

All members of the university faculty are required to report for active duty not later than registration day of the fall semester and earlier if university or departmental duties (e.g., freshman orientation) indicate earlier attendance.

All members of the faculty with rank of assistant professor or higher are expected to enter the academic procession on university day, founder's day, and other formal celebrations. Academic costume is required on such occasions.

No member of the teaching force, under the rank of professor, shall in any way use the university's name in making an expert report unless such report is first submitted to and approved by the chair of their department.

Faculty members have a responsibility to avoid conflicts of interest between their professional responsibilities and their personal interests in relationship to students who are family members. The primary concern of the university is an absence of bias in the evaluation of coursework and maintaining fair treatment among all students in a class. Whenever possible, faculty should not teach members of their own immediate family (i.e. spouse, child, brother, sister, parent, grandparent, grandchild, domestic partner, and the respective spouses of the foregoing or any person residing within one's household) in a credit bearing course. In cases where such a conflict cannot be avoided, the faculty member must inform the department chair of the situation in writing. The department chair in consultation with the faculty will develop an unbiased grading plan, which at a minimum includes a review of graded assignments and final grades for the class by another faculty member. If the faculty member in question is the department chair then the consultation would be between the department chair and the dean or the dean's designated representative.

2.6 Term of Academic Duties

The salary of faculty members is compensation for academic duties extending for the nine months of the academic year.

2.7 Benefits for Faculty

2.7.1 Summary of Benefits

The university provides without cost to the employee the following benefits for eligible faculty and their eligible dependents: major medical protection; retirement plan; group life insurance; tuition

remission; group total disability insurance plan; scholarships at other colleges and universities; salary continuation plan.

The details of each of these plans including plan descriptions and brochures, where applicable, are provided in the Lehigh University Faculty Resource Guide, which is distributed, to all employees in fulfillment of the requirements of the Employee Retirement Income Security Act of 1974.

In addition to these major benefits, there are numerous optional benefit plans available for employees. The descriptions of them are also contained in the Guide.

2.8 Faculty Tuition Waiver

A university faculty member who has been given a terminal contract has the privilege to apply for a tuition waiver grant for a full year of graduate study at Lehigh. Applications shall be acted upon by a committee consisting of the following:

- Chair, College of Arts and Sciences Policy Committee
- Chair, College of Business Committee
- Secretary, P.C. Rossin College of Engineering and Applied Science
- College of Education Representative to the Committee on Educational Policy
- College of Health Representative
- Provost, ex officio

The chair of the committee shall be the member whose name appears first in alphabetical listing. The provost will vote only when necessary to break a tie.

2.9 Lecturers – Removed May 2021

2.10 Graduate Assistants

Graduate assistants are appointed on recommendation of the chair of the department concerned through the dean to the vice president and provost. Graduate assistants are normally expected to devote half-time to the service of the university and half-time to graduate work.

Appointment is for one year and tuition fees are remitted.

In special cases, graduate students may be employed on one-third time under which arrangement two-thirds of the student's time is devoted to graduate work and one-third to service to the University. Tuition fees are not waived for any graduate assistant devoting less than one-half time service to the university.

2.11 Research and Graduate Project Assistants

Research assistants are appointed by research project directors, in each case in consultation with the chair of the department of the student's curriculum, and upon review by the director of the office of research and the appropriate college dean. Research assistants are candidates for graduate degrees, devoting full time to a program of graduate work (which may include teaching, research and other academic activity as well as courses), and are appointed to receive compensation for participating in a research program by which they meet requirements for the degrees sought. Compensation consists of a stipend out of which tuition fees must be paid by the research assistant.

Graduate project assistants are appointed by research project directors, in each case in consultation with the chair of the department of the student's curriculum, and upon review by the director of the office of research and the vice president for research. Graduate project assistants provide services to research projects for research work that does not fulfill degree requirements.

Joint appointments as teaching assistant, research assistant, and graduate project assistant are permissible, subject to appropriate approvals.

2.12 Professor of Practice

Professors of practice denotes a full-time faculty member who has prior non-academic occupational experience that adds instructional value to university programs. Because of their prior non-academic occupational experience, professionals appointed to these positions add instructional value to university programs, enhance the research or professional missions of their departments, and/or permit the university to expand its course offerings, often in cutting-edge areas.

Professors of practice are not required to fulfill the integrated role of teaching, research and scholarship, and service provided by tenured and tenure-track faculty, though some professors of practice may have responsibilities in each of these areas. In addition, as faculty members, professors of practice are distinguished from administrative staff and must fulfill teaching and/or scholarly responsibilities in addition to any administrative service. They may serve as principal academic advisors to undergraduate and master’s students, direct academic programs, serve on department and program committees, and provide other service consistent with their expertise and academic credentials. A professor of practice who has a doctoral degree may serve on a doctoral committee with the written approval of the college dean but may not serve as committee chair (see R&P 3.23.3).

2.12.1 Professor of Practice Contract Terms, Titles, and Responsibilities (October 2026)

Individuals will be appointed professor of practice for term appointments of one to five years, with the approval of the department’s voting faculty and the appropriate dean. Initial appointments and reappointments are not tenurable and may only be renewed for specified terms. Appointments and reappointments are considered by the dean upon recommendation by the voting faculty of a department.

Reappointments are based on performance and a continuing need. Notice of reappointment or non-reappointment shall be given, whenever possible, at least four months before the terminal date of the appointment. The department chair and/or appropriate college dean shall provide the professor of practice with an annual performance assessment, which may be coordinated with salary review. An assessment of unsatisfactory performance may result in termination prior to the end of the appointment.

Full-time professors of practice are limited to a total of ten cumulative regular semesters. In order to stay on the Lehigh faculty for more than ten cumulative regular semesters, professors of practice must either demonstrate currency in their field or transition to the research or teaching faculty. (See R&P 2.12.1 and 2.13.1) If the standards for currency are not defined in the professor of practice’s memorandum of understanding or employment contract, such standards will be developed by the dean in consultation with the appropriate department’s associate and full professors.

After ten regular semesters of cumulative full-time service as a professor of practice at Lehigh, notice of reappointment or non-reappointment shall be given at least twelve months before the terminal date of the appointment. The length of the employment contract is determined by the dean in consultation with the appropriate department’s associate and full professors but will not exceed 5 years.

After twenty regular semesters of cumulative full-time service as a professor of practice at Lehigh, a professor of practice may receive the title of "Senior Professor of Practice" upon a department or program's recommendation and the dean's approval. A senior professor of practice shall be given notice of reappointment or non-reappointment at least eighteen months before the terminal date of the appointment. The length of the employment contract is determined by the dean in consultation with the appropriate department's associate and full professors but will not exceed 5 years.

The voting rights of professors of practice are stated in R&P 2.2.2.2. Professors of practice may not be elected to university faculty standing committees. They also may not be elected to college standing committees, although they may be invited to participate as non-members on such committees. As discussed above, professors of practice may provide service to the department/program but they may not participate in appointment, reappointment, and tenure/promotion decisions.

2.12.2 Transition Options for Professors of Practice

Professors of practice who have an active employment contract when the university board of trustees approve the addition of teaching faculty or research faculty to Rules and Procedures of the Faculty of Lehigh University may choose to be granted an exemption or may request transition to research or teaching faculty.

Professors of practice granted an exemption will not have to demonstrate currency to remain professors of practice for more than five years. However, as stated above, any reappointments are based on performance and a continuing need.

Professors of practice with ten semesters or more of cumulative service at Lehigh University may choose to be considered for transition to teaching or research associate professor. Professors of practice with more than twenty-four regular semesters of cumulative service at Lehigh University may choose to be considered for transition to teaching or research full professor. The transition process is initiated by a letter from the professor of practice to their dean (copies to appropriate department chair and provost). After consultation with the tenured members of the relevant department, the dean will notify the professor of practice in a timely manner whether this transition request is accepted or not.

If the transition request is not accepted, a professor of practice granted exemption may continue to serve as a professor of practice as defined in their current contracts and receive reappointment. Such reappointments are based on performance and a continuing need.

If a professor of practice is not eligible to be granted an exemption, they may continue as professors of practice only if they demonstrate continuing currency.

2.13 Teaching Faculty (October 2026)

Teaching faculty (teaching professors, teaching associate professors, teaching assistant professors, and teaching instructors) denote a non-tenured or non-tenure track full-time faculty member who performs service and may periodically do research but whose dominant activity is teaching. The number of teaching faculty are subject to the limits stated in R&P 2.15.

2.13.1 Appointments and Re-appointments

Appointments of full-time teaching faculty at the instructor or assistant professor level will be the responsibility of the dean in consultation with the appropriate department chair. Initial full-time appointments of teaching faculty at the associate professor level require the approval of the voting members of the appropriate department faculty. Appointments are not tenurable and may be renewed for specified terms.

Reappointments are based on performance and a continuing need. Reappointments of full-time teaching faculty will be the responsibility of the dean in consultation with the appropriate chair as well as the associate and full professors in the appropriate department. Notice of reappointment or non-reappointment shall be given at least twelve months before the terminal date of the appointment. The department chair and/or appropriate college dean shall provide the teaching assistant professor or instructor with an annual performance assessment, which may be coordinated with salary review.

2.13.2 Promotion to Teaching Associate Professor

Teaching faculty who have spent a cumulative twelve regular semesters (6 years) as teaching assistant professors at Lehigh University will be reviewed for promotion to teaching associate professor.

If a teaching assistant professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as teaching assistant professors at Lehigh University, they may submit a formal letter request to the dean and department chair. If approved, the review process can commence. If denied, the candidate must wait at least twelve months before choosing to submit the request for early promotion again.

The department chair, in consultation with the dean, will create a special committee to review the candidate for promotion to teaching associate professor. The special committee must include at least five members, including university faculty and teaching professors at the appropriate rank (tenured full and associate professors, and full and associate teaching professors). The membership of the special committee will be the responsibility of the dean and department chair but must include representation of term faculty.

In a department where the total of tenured full and associate professors and full and associate teaching professors is less than five, the department chair, after consulting with the academic dean and the candidate, will involve appropriate full or associate tenured professors or full or associate teaching professors from closely related academic disciplines as voting members of the special committee on the promotion decision. In the case of a joint appointment, see R&P 2.2.3.1. In a department in which the chair is not a tenured full or associate professor, the dean, after consulting with the college promotion and tenure committee and the department, will appoint a tenured full or associate professor in the department to assume the chair's duties with regard to the promotion review process.

The special committee will prepare a letter either supporting or opposing the faculty member’s promotion request. If the dean agrees with the department’s decision, the dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

If there is a disagreement between the dean and the special committee on whether to support promotion, then the special committee’s letter and a letter from the dean will be forwarded to the provost. Based on these letters, the provost will notify the dean and the department in writing whether or not the faculty member is to be promoted. The provost’s decision is final. The dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

2.13.3 Promotion to Teaching Full Professor

Teaching faculty who have spent a cumulative twelve regular semesters (6 years) as teaching associate professors at Lehigh University will be reviewed for promotion to teaching full professor. If a teaching associate professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as teaching associate professors at Lehigh University, they may submit a formal letter request to the dean and department chair. If approved, the review process can commence. If denied, the candidate must wait at least twelve months before choosing to submit another request for early promotion consideration.

The department chair, in consultation with the Dean, will create a special committee to review the candidate for promotion to teaching full professor. The special committee must include at least five members including university faculty and teaching professors at the appropriate rank (tenured full professors, and full teaching professors). The membership of the special committee will be the responsibility of the dean and department chair but must include representation of term faculty.

In a department where the total of tenured full professors and full teaching professors is less than five, the department chair, after consulting with the academic dean and the candidate, will involve appropriate full professors or full teaching professors from closely related academic disciplines as voting members of the special committee on the promotion decision. In the case of a joint appointment, see R&P 2.2.3.1. In a department in which the chair is not a tenured full professor, the dean, after consulting with the college promotion and tenure committee and the department, will appoint a tenured full professor in the department to assume the chair's duties with regard to the promotion review process.

The special committee will prepare a letter either supporting or opposing the faculty member’s promotion request. If the dean agrees with the department’s decision, the dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

If there is a disagreement between the dean and the special committee on whether to support promotion, then the special committee’s letter and a letter from the dean will be forwarded to the Provost. Based on these letters, the provost will notify the dean and the department in writing whether or not the faculty member is to be promoted. The provost’s decision is final. The dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

2.13.4 Voting Privileges for Teaching Faculty

See R&P 2.2.2.2 for voting privileges of teaching faculty.

2.14 Research Faculty (October 2026)

Research faculty (research professors, research associate professors, research assistant professors, and research instructors) denote a non-tenured or non-tenure track full-time faculty member who performs service and may periodically teach but whose dominant activity is research.

Research faculty can be funded externally (e.g. soft money grants) or internally. The research faculty member’s MOU or employment contract will explicitly state whether the research faculty member is to be considered externally or internally funded. Externally funded research faculty will receive employment contracts appropriate to the characteristics of their funding. Internally funded employment contracts are discussed below.

The number of internally funded research faculty are subject to the limits stated in R&P 2.15.

2.14.1 Appointments

Appointments of full-time research faculty at the instructor or assistant professor level will be the responsibility of the dean in consultation with the appropriate department chair. Initial full-time appointments of research faculty at the associate professor level require the approval of the voting members of the appropriate department faculty. Appointments are not tenurable and may be renewed for specified terms.

Reappointments are based on performance and a continuing need. Reappointments of full-time research faculty will be the responsibility of the dean in consultation with the appropriate chair as well as the associate and full professors in the appropriate department. Notice of reappointment or non-reappointment shall be given at least twelve months before the terminal date of the appointment. The department chair and/or appropriate college dean shall provide the research assistant professor or instructor with an annual performance assessment, which may be coordinated with salary review.

2.14.2 Promotion to Research Associate Professor

Research faculty who have spent a cumulative twelve regular semesters (6 years) as research assistant professors at Lehigh University will be reviewed for promotion to research associate professor. If a research assistant professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as research assistant professors at Lehigh University, they may submit a formal letter request to the dean and department chair. If approved, the review process can commence. If denied, the candidate must wait at least twelve months before choosing to submit another request for early promotion consideration.

The department chair, in consultation with the dean, will create a special committee to review the candidate for promotion to research associate professor. The special committee must include at least five members, including university faculty and research professors at the appropriate rank (tenured full and associate professors, and full and associate research professors). The membership of the special committee will be the responsibility of the dean and department chair but must include representation of term faculty.

In a department where the total of tenured full and associate professors and full and associate research professors is less than five, the department chair, after consulting with the academic dean and the candidate, will involve appropriate full or associate tenured professors or full or associate research professors from closely related academic disciplines as voting members of the special committee on the promotion decision. In the case of a joint appointment, see R&P 2.2.3.1. In a department in which the chair is not a tenured full or associate professor, the dean, after consulting with the college promotion and tenure committee and the department, will appoint a tenured full or associate professor in the department to assume the chair's duties with regard to the promotion review process.

The special committee will prepare a letter either supporting or opposing the faculty member’s promotion request. If the dean agrees with the department’s decision, the dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

If there is a disagreement between the dean and the special committee on whether to support promotion, then the special committee’s letter and a letter from the dean will be forwarded to the provost. Based on these letters, the provost will notify the dean and the department in writing whether

or not the faculty member is to be promoted. The provost's decision is final. The dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

2.14.3 Promotion to Research Full Professor

Research faculty who have spent a cumulative twelve regular semesters (6 years) as research associate professors at Lehigh University will be reviewed for promotion to research full professor. If a research associate professor would like to be reviewed for promotion before spending a cumulative twelve regular semesters (6 years) as research associate professors at Lehigh University, they may submit a formal letter request to the dean and department chair. If approved, the review process can commence. If denied, the candidate must wait at least twelve months before choosing to submit another request for early promotion consideration.

The department chair, in consultation with the dean, will create a special committee to review the candidate for promotion to research full professor. The special committee must include at least five members including university faculty and research professors at the appropriate rank (tenured full professors, and full research professors). The membership of the special committee will be the responsibility of the dean and department chair but must include representation of term faculty.

In a department where the total of tenured full professors and full research professors is less than five, the department chair, after consulting with the academic dean and the candidate, will involve appropriate full professors or full research professors from closely related academic disciplines as voting members of the special committee on the promotion decision. In the case of a joint appointment, see R&P 2.2.3.1. In a department in which the chair is not a tenured full professor, the dean, after consulting with the college promotion and tenure committee and the department, will appoint a tenured full professor in the department to assume the chair's duties with regard to the promotion review process.

The special committee will prepare a letter either supporting or opposing the faculty member's promotion request. If the dean agrees with the department's decision, the dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

If there is a disagreement between the dean and the special committee on whether to support promotion, then the special committee's letter and a letter from the dean will be forwarded to the provost. Based on these letters, the provost will notify the dean and the department in writing whether or not the faculty member is to be promoted. The provost's decision is final. The dean will notify the faculty member in a timely manner whether the promotion request is granted or not.

2.14.4 Voting Privileges for Research Faculty

See R&P 2.2.2.2 for voting privileges of research faculty.

2.15 Limits on Term (Non-tenure track) Faculty (October 2026)

It is important for the university to have a body of tenure-track faculty with long-term appointments who can use a stable platform for innovations in teaching and research, and whose tenured appointment protects their academic freedom. It is also important to recognize the importance of term faculty in supporting changing needs in instruction and scholarship.

To maintain critical mass of tenure-track faculty across colleges, the total of internally funded term faculty (R&P 2.2.1) is limited to 33% of all internally funded full-time faculty (tenured or tenure-track faculty, plus internally funded term faculty). This limitation is calculated separately for each college and managed at that level, as follows.

The tenured and tenure-track faculty of a college may by a majority vote raise or lower a college's ceiling, up to the general university ceiling of 33%. Votes to alter a college ceiling must be reported to the Provost (who monitors practices within each college) as well as the Faculty Senate Executive Committee. If a college anticipates a long-term need to exceed the university ceiling, the college should make a proposal to amend this section of R&P, explaining the pressing long-term rationale for this need.

If unexpected circumstances lead to or are expected to lead to a breaching of a college ceiling for term faculty, the dean of that college will within a month report to the Provost and the Senate Executive Committee with an explanation and a plan to return the college to its applicable ceiling, ideally within one year. Approval by the Provost is required.

Each year in February the Provost's office will supply the Faculty Senate with a report on the current composition of the faculty (including short-term appointments such as adjuncts and visiting professors), an estimate of the projected composition for the following academic year, and data on faculty composition in previous years

3. Educational Requirements and Procedures

3.1 Miscellaneous Provisions

3.1.1 University Calendar

Each semester will have fourteen weeks of instruction, a review-consultation-study (RCS) period of two days, and a nine-day period for final examinations. The RCS period is intended to provide a few days for informal academic work between the end of the formal instruction period and the beginning of final examinations. It is expected that students will use this period to consolidate their command of the material of their courses.

Faculty members will make themselves available to their students at announced times during the RCS period. No quizzes or examinations may be given during the "review" period.

3.1.2 Scheduling of Classes (3/2026)

Undergraduate periods are normally of either fifty minutes three times per week or seventy-five minutes twice per week in duration. Seminar classes may be scheduled once per week for 150 minutes. Recitation periods are fifty minutes in duration. Laboratory periods may not be more than three hours in length without special permission of the faculty.

Student participation in extracurricular and co-curricular activities, such as the performing arts, student organizations, community service, and athletics at the intercollegiate, club, and intramural levels, is an important element of the balanced educational experience that the University offers its students. Lehigh has a long-established tradition of scheduling classes to allow its students to participate in these activities during the late afternoon hours. For this reason the Registrar shall limit rostering undergraduate lectures, recitations, and laboratory periods between normal class dismissal times at or around 4 PM and until at least 7 PM to the extent that this does not impose undue

constraints in achieving academic goals, securing the approval of the Deputy Provost for Undergraduate Education in making this determination.

3.1.3 Course Credit

1) The amount of study involved in each undergraduate and graduate course varies. The relative weight of each course is measured in terms of "credit hours."

2) Credit is reckoned in hours of effort per week. A credit hour is a course unit normally involving three to four hours of effort per week on the part of the student.

3) Teaching of undergraduate and graduate courses is primarily the responsibility of the faculty. Non-faculty members (teaching assistants, laboratory technicians, etc.) play a secondary, though important, role. The instructor contact should have a significant bearing on the assignment of credit hours.

4) The three-to-four hours of student effort per week per credit includes both in-class contact hours and out-of-class activities. The major parameters influencing the in-class/out-of-class division include the mode of instruction and the level of course.

5) Several traditional modes of instruction, and their implications of student efforts are listed below:

    a. Lecture: Predominately a presentation by the instructor, with only limited amount of interaction with students. One hour in-class involves two to three hours of outside preparation/homework, etc. Consequently, each hour of instruction per week corresponds to one credit hour. Lecture sessions are usually 1 to 1-1/2 hours in length.
    b. Seminar/Discussion: This mode of instruction involves significant input and interaction by the student, under the guidance of the instructor. Students may take turns presenting new material to class. Considerable outside effort may sometimes be required. Each credit hour may require one to two class hours per week.
    c. Laboratory/ drawing/fieldwork: Primarily supervised work, mostly expected to be completed in class. Very little outside preparation is expected. Three hours of in-class activity represents one credit hour.
    d. Recitation: This mode of instruction is used for a variety of purposes, but always involves significant amount of instructor/students' interaction. When combined with lectures, the recitations are typically used to amplify or clarify material taught in mass lectures. In this case, one credit hour for one class hour may be justifiable. On the other hand, if the sessions are primarily used to guide students carrying out homework assignments, these class hours merely substitute for time students would otherwise spend on their own, and no additional credit hour should be assigned. There may be situations that fall between these two modes, so that 1 credit hour may be attached to two hours of recitation. Recitation sessions are usually one to two hours in length.
    e. Independent Study: This mode is used primarily at upper undergraduate and graduate levels. The contact-hour per credit is generally less than half-an-hour per week, while the "outside" effort by the student is essentially unlimited. The number of credits is based on the judgment of the supervising faculty member.

6) The prevailing mode of instruction of each course should be included in the course description in the catalog.

7) Any request for change of credit, with or without a change of mode of instruction, should be supported by a realistic estimate of the required student effort.

8) Assignment of credit hours for new courses should be based on a realistic estimate of student effort, using the guidelines in item 5, and in comparison with existing courses of similar level and mode of instruction. (This may lead to a change of credit hours of existing courses.)

3.1.4 Transfer Credit

The University registrar has the final authority to determine whether to grant the advanced standing to students transferring from other schools and students already admitted who take work at other schools for transfer to Lehigh University. Credit transfer rules may vary for credits taken prior to matriculation versus those taken following matriculation.

A course taken at an institution in the United States other than Lehigh must meet the following conditions to be accepted for credit toward a Lehigh baccalaureate degree:

1) The course must be taken at a college or university that is accredited in the United States by one of the six regional accrediting associations.
2) The course must be a part of the normal undergraduate curriculum published in the host institution's catalog and be one that the host institution will accept for credit as part of its degree programs.
3) The course must require the equivalent of at least 14 contact hours per credit.
4) The course must not be a continuing education unit course, or have been taken by correspondence, or as an independent study.
5) In order to count for credit for a course in the Lehigh Catalog, the content of a course must be evaluated for equivalency and appropriate rigor by the appropriate Lehigh Department or College and must meet minimum standards for transfer credits as determined by the University Registrar. Transfer courses not equivalent to courses in the Lehigh Catalog, yet appropriate to the Lehigh curriculum and meeting other standards of 3.1.4, may be transferred as general credit (e.g., credit as 0XX, 1XX, 2XX, 3XX, as determined by rigor) toward the Lehigh degree. Online courses considered for transfer must be at least 3weeks in duration for intercession and at least 5 weeks for summer.
6) The course must not have been taken as audit.
7) Coursework undertaken between 1 January 2020 and 1 January 2021 in which the student received a non-letter grade analogous to a Pass, Satisfactory, or Credit on their transcript will be eligible for transfer and awarded appropriate credit at the discretion of the Registrar. All courses undertaken either before 1 January 2020 or after 1 January 2021 must not have been taken as pass/fail or credit/no credit.

Exceptions to any of these conditions will be made only with prior approval of a petition to the Lehigh University Committee on the Standing of Students.

In addition,

- Courses to be taken at another institution for transfer credit by a student already admitted to Lehigh must be approved by the appropriate department beforehand.

- Grades from institutions other than those in the LVAIC system will not transfer. A grade transferred from an LVAIC college will not replace a grade earned in a Lehigh course and will not be calculated in the Lehigh GPA.

- Credit will not be granted for courses taken at other institutions in which a grade of C- or lower was received.

- Credit will not be given for a course taken at other institutions in which the student has already received credit for its equivalent at Lehigh.

- Credit will not be given for a course if used towards a bachelor or advanced degree at another university unless the joint program has been previously approved.

- A course taken at another institution will not be granted more credit at Lehigh than was granted by the other institution as shown on the student's transcript.

Students who have taken college level courses while in high school may petition the registrar to have this credit transferred, provided the enrolled section is comprised of both high school and college students. The petition must be submitted during the student's first year of study at Lehigh.

The registrar has the authority to accept the transfer of a specific number of credits for work done at the medical schools in Lehigh's combined-degree programs on a noncredit basis.

Advanced standing granted in accordance with the foregoing provisions may be applied in satisfaction of any curricular requirements in the College of Arts and Sciences and the College of Business, or in satisfaction of non-technical requirements in the P.C. Rossin College of Engineering and Applied Science. Such advanced standing may be applied toward technical requirements in the engineering curricula only by petition approved by the chair of the department concerned after consulting with relevant faculty.

No examination is required of students admitted with a baccalaureate degree from another college. Their programs of study for baccalaureate degrees are recommended by the appropriate department chair to the committee on standing of students for official approval and authorization.

Courses taken outside the U.S., either through an accredited American university program or at a foreign institution, will not be credited toward a Lehigh undergraduate degree unless that institution's program has been approved in advance by the Study Abroad Faculty Policy Board (a standing subcommittee of the Educational Policy Committee.) Determination of transfer credit for incoming freshmen and transfer students who have studied abroad before enrolling at Lehigh will be made by the university registrar.

3.1.4.1 Credit for Lehigh Abroad Sponsored Programs

Courses taken through Lehigh Abroad approved programs and assigned passing grades will count toward fulfillment of the undergraduate residency requirement. Such courses will transfer on a credit only basis. Grades assigned to these courses will not be used in calculating grade point averages or in determining class rank (except as noted in Section 3.11.1 – Graduation Honors).

Students studying in Lehigh Abroad approved programs may transfer up to, but not more than, two regular terms of study abroad credit that may be applied toward a single Lehigh undergraduate degree. Summer study abroad in approved programs will not count toward this limit.

3.1.4.2 Undergraduate Leave of Absence (5/2026)

Each student is expected to complete the baccalaureate degree by attending Lehigh for four consecutive academic years (eight semesters), though they may accelerate this pace by using

advanced placement credits or summer courses. Requests for a leave of absence must be completed according to the procedures of the university and must be submitted prior to the start of any subsequent enrollment at another college or university. Any single leave is limited to a maximum of two continuous calendar years and does count towards the overall maximum time to degree, as specified in R&P 3.20.1.

Students must complete one regular semester to be eligible for a leave. Students during their first semester who withdraw up to and including the 10th day can defer their admission to the following semester with the approval of the Office of Admissions. Students who withdraw after the 10th day may return the following semester through an unapproved leave return process, as specified below.

Current Lehigh University students are prohibited from concurrent enrollment at any other college or university without prior approval from the SOS Committee. Unapproved courses taken concurrently cannot be applied to a Lehigh baccalaureate degree. An exception is made for cross registration at another LVAIC institution.

Students cannot assume that a leave will be granted to study at another college or university (this policy does not apply for study abroad through the auspices of Lehigh Abroad or LVAIC programs). Students may take courses at another institution during a summer term without requesting an academic leave of absence. Check with the Registrar's Office for limitations and processes for transfer course approval.

If unapproved leaves are taken, students are declared as non-returning and must contact Academic Life and Student Transitions to determine if a petition for readmission is needed. Courses taken at another college or university while on an unapproved leave will not be permitted to transfer toward a Lehigh University baccalaureate degree. Additional information may be found on the Dean of Students website and student handbook.

3.1.5 Full-Time Undergraduate Students

Every student who maintains a semester roster of at least twelve academic credit hours shall be considered a full-time student. In their last semester, a student has full time privileges when taking all the final credits required for graduation.

3.1.6 Study Abroad

Students must be in good academic and disciplinary standing. Students' behavior reflects on Lehigh University. All students' disciplinary histories are reviewed prior to approval to study abroad, and those whose records indicate a history of inappropriate conduct should expect to have their cases reviewed in depth by the Dean of Students office and the Study Abroad office. Such records will be considered in the final decision about whether a student may study abroad.

Students will live in integrated housing (host family or non-American dorm or apartment) wherever such an opportunity exists within the constraints of their program.

When studying in countries where English is not the dominant language spoken, students are expected to enroll in a course in the host country's language other than English.

A student who wishes to study abroad under the auspices of any non-Lehigh program and who wishes to have the academic work taken in that program count towards a Lehigh degree must have a cumulative GPA of at least 2.7, or an average of a 2.7 GPA during the two regular semesters prior to submitting an application to study abroad. Any student with less than this and who believes for good

reason that there are extenuating circumstances may appeal to the committee on the standing of students for an exception to this rule before leaving to study abroad. Advance approval of the registrar must be obtained for the transfer of credit.

3.1.7 Undergraduate Catalog Policy

Undergraduate students are expected to complete the curriculum in the catalog in effect at the time they first become a student. Individual exceptions to those requirements can be made by the appropriate academic department and college by communicating them to the Registrar. Per 3.1.4.2, students are expected to maintain continuous attendance while pursuing their undergraduate degree, but may take an approved Leave of Absence for up to two continuous years. Students who return from an approved Leave of Absence maintain their catalog of entry. Students who leave for more than two consecutive calendar years without an approved Leave of Absence or officially withdraw from the University must return under the current catalog requirements. Students who are allowed to return after being academically disqualified from attendance maintain their original catalog requirements, so long as it is within two consecutive calendar years.

Catalog year is applied at the degree level and applies to all curricula attached to that degree, such as majors, minors, and concentrations. Students may elect a later catalog under which to fulfill the degree requirements; they may not elect an earlier catalog, nor use a combination of requirements from different catalogs. Students adding an additional degree or certificate may follow a different catalog for the second program of study, but must fulfill all additional curriculum requirements outlined in the additional catalog. Students have the option to adopt more current catalog requirements for graduation, but cannot go backwards. Once a student selects a more current catalog, they are unable to return to their previous catalog requirements.

Similarly, if a student requests to change to an academic program that is available in the more current catalog but is not available in their catalog, then the student must adopt all requirements outlined in the more current catalog. A subsequent change to a different major will not allow the student to return to their previous catalog.

In cases where the fulfillment of degree requirements is due to pending transfer credit or degree exceptions from the college or department, the Registrar will allow the student to retain their original catalog requirement to receive their degree, so long as it aligns with 3.20.1.

3.2 Curricula

3.2.1 Changes in Curricula or Courses

Proposed course and curricular changes are deemed substantive if they meet one or more of the following four criteria:

1) They propose new courses or programs not previously approved by the university faculty. (Numbers and prefixes for all new courses must have the approval of the registrar.)

2) Changes in requirements and focus for existing programs.

3) They affect programs or departments other than the one proposing the changes.

4) They propose changes in prerequisites, course level, content, and credit hours for existing courses.

5) Dropping a course from the catalog for reasons other than its not being offered for more than two years.

Substantive course and curricular changes that meet criteria 1, 2, or 3.

The university approval process for these substantive proposed course or curricula changes consists of consideration of proposed changes by either the Graduate and Research Committee (for proposed curricula or courses affecting graduate students) or by the Educational Policy Committee (for proposed curricula or course changes affecting undergraduate students) and then by the Senate Subcommittee on Academic and Student Affairs. When proposed substantive curricula or course changes affect both graduate and undergraduate students, those changes shall be reviewed by both committees before going to the Senate Subcommittee on Academic and Student Affairs.

Proposed substantive curricula or course changes must have college approval before coming to either the Educational Policy Committee or the Graduate and Research Committee, and proposed changes must have approval from one or both of those committees (according to which level of student is affected) before coming to the university Subcommittee on Academic and Student Affairs. Once proposed changes have received Senate Subcommittee on Academic and Student Affairs approval, the faculty secretary notifies the Registrar to ensure that such changes are incorporated in the university catalog.

If a proposed curricula or course change involves an interdisciplinary program, substantial participation by students from another college, is expected to substantially change course registration in another college, or concerns a topic that is generally considered to be in the remit of another college; the policy committee of the college that originated the proposed change will directly notify the other college(s)' policy committee(s) about the issue(s).

All concerned policy committees will submit their recommended approval or disapproval to either the Graduate and Research Committee (for proposed curricula or courses affecting graduate students) or by the Educational Policy Committee (for proposed curricula or course changes affecting undergraduate students). If the Graduate Research Committee or Educational Policy Committee approves the curricula or course change then it will be sent to the Faculty Senate Subcommittee on Academic and Student Affairs for its evaluation and, if approved, the Subcommittee's Chair will notify the Registrar to ensure that such changes are incorporated in the university catalog.

Substantial course changes that meet criteria 4 or 5

The university approval process for substantive proposed course changes consists of consideration of proposed changes by either the Graduate and Research Committee (for proposed graduate student courses) or by the Educational Policy Committee (for proposed undergraduate courses). If approved by either of these committees, the relevant Committee Chair will notify the Registrar to ensure that such changes are incorporated in the university catalog. When proposed substantive course changes affect both graduate and undergraduate students, those changes shall be reviewed and approved by both committees before the Chair of the Educational Policy, on behalf of both committees, will notify the they are submitted to the Registrar to ensure that such changes are incorporated in the university catalog.

If a proposed course change involves an interdisciplinary program, substantial participation by students from another college, is expected to substantially change course registration in another college, or concerns a topic that is generally considered to be in the remit of another college; the

policy committee of the college that originated the proposed course change will directly notify the other college(s)' policy committee(s) about the issue(s).

All concerned policy committees will submit their recommended approval or disapproval of the course change to either the Graduate and Research Committee (for proposed graduate courses) or by the Educational Policy Committee (for proposed undergraduate courses). If the Graduate Research Committee or Educational Policy Committee approves the course change then the relevant Committee Chair will notify the Registrar to ensure that such changes are incorporated in the university catalog.

Non-substantive changes require only the department's approval. They are forwarded to the Registrar to insure that such changes are incorporated in the university catalog.

3.2.2.1 Cross-Listed Courses

All proposals to list a course in more than one department/program must be submitted by the appropriate college faculty for recommendation to the educational policy committee, which reviews the proposals before they are submitted to the university faculty for final action. Courses that are in programs in multiple colleges must be approved by all colleges involved prior to being submitted to the university faculty.

1) A specific set of cross-listed courses will satisfy all requirements regardless of department prefix. This includes but is not limited to major, minor, grade point averages and distribution requirements.
2) A cross-listed course must have the same number and title in each department.
3) A student may change the department prefix of a cross listed course on their transcript only once, but no later than the end of the next regular semester after the student registered for the course. In no circumstance may the department prefix be changed after the awarding of the degree.
4) A cross listed course must have the same number of credits.
5) A cross listed course must have a primary or home department designated in the course description whenever possible.
6) A permanent course in the catalog may not be cross listed with a provisional course number with a different prefix.
7) All versions of the cross-listed course must have the same course description.

3.2.3 Curriculum Transfers

Students who wish to transfer from one undergraduate college to another may do so provided that they have achieved sophomore status and have completed at least 12 credits while in their college of matriculation.

Students on academic probation may transfer between colleges with the permission of the committee on standing of students. In addition, each receiving college may require the completion (with a minimum grade of C-) of no more than three introductory courses - courses without prerequisites - before transfer occurs. These requirements are proposed by the college(s) offering the program and approved through the normal curriculum approval process with final approval by the university faculty. Requirements for intercollegiate college programs must be approved by all colleges affiliated with the program before university approval. After conferring with the appropriate associate dean about requirements and opportunities in the new college, students who meet the above requirements should complete all forms for transfer no later than three weeks prior to the start of registration for the semester in which they wish to make the transfer.

3.2.4 Roster of Studies

Each student is required to pre-register for a full roster of studies each semester as prescribed by the curriculum they are pursuing. Exceptions can be granted only by the committee on standing of undergraduate students or the dean of the college. (See 3.1.5.)

A student may repeat a course only twice - a total of three attempts. Any form of a W counts as an attempt, W, W(P), or W(F) (effective beginning the Fall semester 2017).

No student is permitted to register for credit in excess of the normal number of credit hours for the curriculum unless they meet the qualifications noted in the chart below and has all the required approvals before the 10th day of classes.

Overload: Overload approval requirements vary by GPA and entry into the University. The following special approvals are required for course rosters (including ranges produced by the drop/add process) that exceed the appropriate normal range.

1) A load exceeding 17 credits is an overload for first semester students. Exceeding 18 credits is an overload for all other students. Unless the normal departmental program requires more credits, required overload approvals by student status are:

Student Status	Overloads of
First semester students:	Up to 18, Associate Dean More than 18, SOS
GPA less than or equal to 3.5:	Up to 19, Associate Dean More than 19, SOS
GPA above 3.5	Up to 20, Associate Dean More than 20, SOS

2) Overload approval will not be granted for the purpose of repeating a course.
3) No overload approval will be granted in a semester where the student is enrolled in a graduate course.
4) Any course(s) approved for overload cannot be added until after the end of the normal (three week) registration period. Space in a course cannot be reserved for students intending to add the course as an overload.

A Lehigh undergraduate may only take any graduate-level course with prior approval by the department(s) and college(s) offering the course through petition to the committee on standing of students and graduate and research committee.

A student's roster of studies as on file in the office of the registrar after the registration drop-add deadline (as defined in sections 3.8.4 and 3.15) is the student's official roster for that semester or term.

No courses may be added to a student's official roster of study except by special action of the committee on standing of students, and then only under such conditions governing the student's probationary status as may be stipulated at that time. Courses may be dropped only under the conditions stated in sections 3.8.4 and 3.15.

3.2.5 Attendance

The university assumes that regular class attendance is an essential element of its academic operations. A student is personally responsible for the academic consequences of a poor attendance record.

1) If for any reason any student is to be away from the university for an extended period of time (e.g., three consecutive class days), they have the responsibility of informing the Dean of Students before the absence. At the first class session after any absence or period of absence the student ascertains from the instructor what make-up work is required, and when and how it becomes due.
2) For officially approved field trips, athletic contests, or extracurricular activities, a report is provided to each instructor describing the schedule and listing the names of students authorized to participate.
3) For absences of other sorts the student should complete the student absence form (available in the Dean of Students office).
4) All reports of absence are for information only and do not bind the instructor to any particular course of action.
5) If a student appears to be neglecting the work in any course or interferes with the discipline of any course, the faculty member may submit a Section 3 report to the Dean of Students, who warns the student and, upon the second report, if the faculty member requests it the student will be excluded from the course which has been neglected. If a student is excluded from two or more courses, the case is brought to the committee on standing of students for further action.
6) Make-up privileges for a student absent during any part of the three days immediately preceding or the three days immediately following Pacing Break, Thanksgiving, winter recesses, or spring recesses are denied, unless such absence is certified by the Dean of Students.
7) Each instructor informs students in each course of their attendance policy and the policy should be included in the syllabus. A student is responsible for observing the instructor's written interpretation as distributed for each course.

3.2.6 (deleted section: Faculty approved 12/4/2017)

3.2.7 Cross Registering within the Lehigh Valley Association of Independent Colleges (LVAIC)

Currently enrolled full-time degree seeking undergraduate students in good academic standing who have achieved sophomore status may register for up to two courses per term at any one of the LVAIC member institutions (Cedar Crest College, DeSales University, Lafayette College, Moravian College, and Muhlenberg College). The student must obtain the appropriate approvals of their own adviser and the host institution registrar. The courses must not be available at the home institution and must be in the normal academic load and not produce an overload. Graduate students and graduate-level courses are not eligible for cross registration.

3.3 Pass-Fail System for Undergraduates

3.3.1 Student Option System

The pass-fail grading option is intended to encourage students to take challenging courses outside the major field that otherwise might be avoided for fear of lowering grade point averages. Students should avoid wasting this option on unsuitable courses, such as introductory courses having no college-level prerequisite or co-requisite. The restrictions on the use of the system are listed below.

The restrictions on the use of the system are:

1) Before a student can take a course pass-fail, they must have achieved sophomore standing, have declared a major, and be in good academic standing. In addition, the student must abide by any restrictions on pass- fail grading imposed by the student's program of study.
2) Courses numbered below 100 are generally not available for pass-fail grading. However, the College offering a course may establish a petition process to determine, on a case-by-case basis, whether a student is allowed to take a course numbered below 100 with pass-fail grading. A student may designate one course pass-fail in any one semester. They may take a maximum of six courses pass- fail per undergraduate career if the student is on a four-year program, or a maximum of eight courses per undergraduate career with a five-year, two-degree program. If a student changes a course after the first ten days of instruction from pass-fail grading to regular grading, as provided in paragraph 4 below, that course shall still count toward the maximum number of courses taken pass-fail during the student's undergraduate career.
3) Each college faculty shall decide under what conditions and which courses or categories of courses throughout the university may be taken for pass-fail credit by students registered in that college, except for courses designated specifically for pass-fail grading by sections 3.3.2 and 3.3.3, respectively, and by paragraph 8 of this section. Each college shall keep the educational policy committee advised of changes in its rules.
4) A student must complete and file the pass-fail form with the registrar no later than the end of the fifteenth day of instruction. After the deadline no change of status is permitted except under the conditions stated in paragraph 6. Summer/Winter session deadlines are prorated according to the length of the session. The course designated for pass-fail grading by the student require the written acknowledgement of the academic advisor.

   The instructor giving the course is not officially notified which students are taking the course pass-fail. Therefore, a regular letter grade is reported for the pass-fail students. The registrar then records "P" for reported letter grades from A through D-, and "F" for a reported letter grade of F.

5) Under this system, the student surrenders their equity to letter grades of A through D-, except as specified in paragraph 7. A grade of P applies to the student's graduation requirements but is not used in the computation of the cumulative average. An F grade is computed in the normal manner.
6) If a student changes their program such that a course previously taken for pass-fail grading is not allowed for pass-fail grading in the new program, the student must submit a petition to the committee on standing of students requesting acceptance by the new program of the pass-fail grading for that course, or substitution of the original letter grade submitted by the instructor for the pass-fail grade, or the substitution of another course for the course taken pass- fail. The recommendation of the curriculum director must accompany the petition. Acceptance into a program that does not allow pass-fail grading in a required course is the only valid reason for converting the grade for a completed course from pass-fail to a letter grade.
7) Courses at the 400 level are excluded from pass-fail grading.

3.3.2 Designated Course System with Pass-Fail Grading

There are some courses where pass-fail grading may be appropriate for the entire class when regular grading may interfere with the educational goals of the course.

1) The course must be explicitly approved for pass-fail grading by the faculty following the procedures of section 3.2.1. The committee on educational policy will evaluate requests for

exclusive pass-fail grading on the basis of detailed syllabi, explicit statements regarding class hours and preparation hours, and an explanation of why grading will interfere with the educational goals of the course.

2) A student may use only one course where grading is limited to pass-fail to satisfy requirements of the current major and only two such courses to satisfy graduation requirements.
3) A student who takes a course where grading is exclusively pass-fail must include this course within the provisions of restrictions 1. and 2. of the student option for pass-fail grading (3.3.1).

3.3.3 Designated Course System with No Pass-Fail Grading

There are some courses where pass-fail grading may be inappropriate because such grading would interfere with the educational goals of the course. For such courses to be designated "not available for pass-fail grading," explicit approval must be given by the faculty following the procedures of section 3.2.1. The committee on educational policy will evaluate requests for such designation on the basis of an explanation of how pass-fail grading would interfere with the educational goals of the course.

3.4 Auditors

A student who has incurred no scholastic conditions or failures during the previous semester may be admitted as a listener in not more than one course, which course shall be outside the curriculum requirements. Application for such admission is by petition approved by the course instructor and the student's advisor. In no case shall a student who has attended a course as an auditor be given an anticipatory examination for credit or register for the same course in the future.

A student must submit the audit petition form no later than the end of the fifteenth day of instruction. Summer/Winter session deadlines are prorated according to the length of the session.

3.5 Vagabonding

Occasional visitation of classes by full-time undergraduate students is allowed at the pleasure of the instructor.

3.6 Provisional Courses

1) Courses offered by departments as provisional courses must fit into one of the following categories:

a. Trial or experimental courses.

b. Courses of immediate relevance or of current, rather than lasting, issues.

c. Special opportunities courses (for example, a visiting professor could offer a course in their particular area of expertise, which could not be taught by a regular faculty member and, therefore, could not become a permanent catalog offering).

2) No course may be offered as a provisional course for more than two years. No course may be offered as a provisional course more than twice and must be done within a single two-year timespan. Changing a provisional number is not permitted to reset the timeline.

3) Provisional courses are proposed by departments. Each must be approved by the dean of the college in which the offering department is located If a proposed course may have a material effect on course offerings or enrollments in another college.

4) Interdisciplinary provisional courses for which a departmental designation is inappropriate may be offered, subject to the approvals of the programs involved and the dean(s) of the college(s) in which the offering is located. If a proposed interdisciplinary provisional course may have a material effect on course offerings or enrollments in another college, it must be designed in consultation with the affected department(s). Interdisciplinary provisional courses will bear a course designation of the relevant college or program.

5) Provisional courses are given course numbers ending with 95, 96, 97, or 98.

6) The titles of provisional courses shall appear on students' transcripts. (10/2024)

3.7 Quizzes and Examinations

3.7.1 General Conduct (3/2026)

Except as noted below, all examinations and quizzes worth more than 10% of the final grade are to be proctored by individuals designated by the course instructor. There shall be present in the room where the examination or quiz is held at least one proctor for every fifty students or fraction thereof.

The instructor may at their own discretion, give take home quizzes and examinations without proctoring, provided the students have been fully apprised of their responsibilities.
In all quizzes and examinations the students are arranged so that they are separated to the greatest extent possible in a given room.

If any student, at any quiz or examination, is found using or attempting to use any unauthorized book, paper or other article, or assistance from a fellow student, or any other unfair or unlawful means, such being intended to deceive the person in charge of the exercise with reference to their work, the student will be reported to the committee on discipline for action. Whoever willfully gives assistance will be considered as responsible as the person who receives it.

The possession at any given quiz or examination of any articles not authorized by the course instructor will be regarded as prima facie evidence of a violation of the University Code of Conduct. Conversation or other communication between students in examinations and quizzes is forbidden.

Other than make-ups for missed quizzes/examinations, no quizzes or examinations totaling more than 5% of the final grade shall be given during the last five full class days of each semester except in those laboratory courses ineligible for final examinations. Papers, presentations, and other graded assignments totaling more than 5% of the final grade may be given during the last five days of classes.

3.7.2 Common Hour Exams

Common hour exams shall be scheduled by a common hour exam committee, which shall be made up of the registrar and at least one faculty representative from each department proposing a course for exam scheduling. The common hour exam schedule shall be created before the registration period for the semester in which they will be used. The common hour exam committee is charged with soliciting

requests for common hour exams and approving the schedule for entry into the registration system by the deadline for inputing schedules.

Common hour exams shall be held over two sessions each semester, taking place in the fifth and sixth weeks for the first session, and then in the tenth and eleventh weeks of the second session. One exam per day, from Monday through Thursday, may take place during each week of these periods, for a total of eight common hour exam times over each two-week period. The common hour exam committee may add a common hour exam time on Friday if necessary. Common hour exams may not be scheduled for more than 75 minutes, with the exception of students with documented disabilities.

Priority for scheduling exams will be given to multi-section courses with greater than 100 enrolled students. Exams will only be scheduled for courses which offer a common exam. A single instructor may be assigned an exam time if that instructor's multi-section schedule has more than 100 students and other sections of the course do not qualify for an exam. If an undergraduate class does not qualify for a common hour exam or if the instructor does not schedule a common hour exam through the common hour exam committee then any exam must be given during the regularly scheduled class period, or a take-home exam may be used.

In cases of conflict between two exams, the course with the largest number of students enrolled takes precedence. In cases of conflicts where the courses have the same number of students, the course which has the fewest sections shall take precedence. Any further unresolved conflicts will be settled by the common hour exam committee.

In cases of conflict between a common hour exam and a regularly scheduled course that meets weekly, the regularly scheduled course will take precedence, and faculty offering the exam must provide a make-up exam.

Courses that refuse to provide make-up exams will be denied an exam schedule. It is recommended that courses with scheduled exams give students appropriate release class time, or use those two class periods for non-mandatory review sessions.

3.7.3 Examinations

Examinations fall into six general categories: final examinations, make-up examinations, comprehensive examinations, anticipatory examinations, reexaminations, and special examinations.

3.7.3.1 Final examinations

If an instructor chooses to require a proctored final exam, a take-home exam, or a final project in a given course, the end of semester exam period shall be used as follows:

1) Proctored exams: Such exams are assigned a time block by the Registrar. The time allowed to complete the exam must be announced to the students in advance. The time allowed may not exceed 3 hours.[1] Courses in fully online programs that require proctored exams need not be scheduled by the Registrar, but must still use proctoring services and protocols approved by the University.
2) Take home exam - no take home exams can be due until at least 72 hours after the beginning of the exam period and must be due by the last day of the final exam period.
3) Final project (e.g. presentation or final paper) - final projects must be due no later than the last day of the end of the final exam period.

Faculty should be available during the final exam period until all semester grades for their courses have been submitted to the Registrar. No final examinations shall be given or scheduled in one- or two-credit laboratory courses during the final examination period. No final exams in other full-semester classes shall be given prior to the start of the final period.

Formal withdrawal from any course before the end of the semester automatically cancels the student's rights to an examination in that course.

Final examinations are scheduled for three-hour periods by the registrar. For a course not requiring a proctored final exam the instructor shall notify the Registrar that no exam time need be scheduled. Conflict examinations are provided wherever a student cannot take a regular examination because of a conflict in examinations on the published examination schedule. In all cases of conflict, the course having the smallest number of rostered sections takes precedence, except that in cases of conflicts in courses having the same number of sections, the course having the fewest students shall take precedence. Conflicts in the regular examination schedule must be reported by the students to the registrar not later than the third day following the publication of the examination schedule.

3.7.3.2 Make-ups for Final Examinations

Make-up examinations may, upon petition to the SOS Committee, be granted in the case of unavoidable absence from a final examination in any course. A make-up also may be granted if a student is scheduled for three examinations in a calendar day. A petition to take one of these exams during the make-up period must be submitted to the registrar not later than one week following the publication of the examination schedule. Make-up examinations are scheduled by the registrar as follows:

- Fall semester and Winter term classes – Saturday morning prior to the start of Spring semester
- Spring semester classes – first Saturday morning of Summer Session I
- Summer Session classes – Saturday morning prior to the start of the Fall semester

A petition to take one of these exams on the scheduled make-up day must be submitted no later than a week prior to the first day of final exams.

No fee is charged for a make-up examination when the original examination was missed through no fault of the student. If, however, the student misses the regular make-up examination as scheduled, a fee is assessed for any subsequent examination granted.

3.7.3.3 Comprehensive Examinations

See "special regulations" for the College of Arts and Sciences.

3.7.3.4 Anticipatory Examinations

Anticipatory examinations to establish credit towards graduation may be granted to matriculating undergraduate students with the consent of the department concerned.

3.7.3.5 Reexaminations

Reexaminations are granted only to seniors upon petition, and under such conditions as the committee on standing of students prescribes.

3.7.3.6 Special Examinations

Special examinations cover all examinations other than final examinations, make-up examinations, comprehensive examinations, anticipatory examinations, and reexaminations. Upon petition and presentation of evidence that they have qualified for it, a student already enrolled at the university may be permitted to qualify for and take a special examination for credit towards graduation. Special examinations are granted only for extraordinary reasons and upon petition. There must be adequate supporting evidence of sufficient cause for granting special examinations accompanying each petition. There is a fee for all special examinations.

3.8 Grades for Undergraduates
(See 3.27 for graduate student grades)

3.8.1 Definitions of Grades

1. Course grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, F, N, X and Z. The meaning of each grade is as follows:

A, A-, excellent;
B+, B, B-, good;
C+ and C, competent;
C-, continuation competency (the student has achieved the level of proficiency needed for the course to satisfy prerequisite requirements);
D+, D, D-, passing, but performance is not adequate to take any subsequent course which has the course in which these grades were received as a prerequisite. A student must follow the procedures in 3.12.3 to waive the prerequisite;
P, pass-fail grading with a grade equivalent to D- or higher;
F, failing;
N, incomplete;
X, absent from the final examination;
Z, absent from the final examination and incomplete.

Other symbols used for courses on student records are:

Cr, credit allowed;
NCr, no credit awarded (because coursework, while not necessarily evaluated as “failing”, did not meet the standards of a particular program in which “Cr” is the designation for successful completion);
W, withdrawn.

Grades in the range of A through D-, P, and Cr may be credited toward baccalaureate degrees within the limits of program requirements.

Grades of F, N, X, Z, W, and NR cannot be credited toward degree. Grades of F that have not been bettered through repetition of the course must be included in computation of hours attempted. Grades of W do not count as hours attempted.

Courses in which grades of F, W or NR are recorded do not meet prerequisite requirements. The parenthetical grade included with a N, X, or Z grade can be used to meet the prerequisite requirements of a course or program.

3.8.2 Incomplete (N grade or SP grade)

The grade N (grade) may be used to indicate that one or more course requirements (e.g., course report) have not been completed. It is the obligation of the student to explain to the satisfaction of the instructor that there are extenuating circumstances (e.g., illness or emergency), which justify the use of the N grade. If the instructor feels the N grade is justified, they assign a grade of N supplemented by a parenthetical letter grade, e.g., (N(C)). In such cases, the instructor calculates the parenthetical grade by assigning an F (or zero score) for any incomplete work unless they have informed the class in writing at the beginning of the course of a substitute method for determining the parenthetical grade.

A student who incurs an N grade in any course is required to complete the work for the course by the fifth day of instruction in the next academic-year semester.
The instructor will submit the grade to the registrar by the tenth day of instruction in that academic-year semester. The N grade will be converted into the parenthetical grade after the tenth day of instruction in the next academic-year semester following receipt of the N grade unless the instructor has previously changed the grade using the removal-of incomplete procedure. The parenthetical grade will be dropped from the transcript after the assignment of the course grade. (For graduate student N grade refer to 3.27.2)
In no case shall the grade N be used to report absence from a final examination. N grades do not count as hours attempted and are not used in computations of cumulative averages.

The grade SP may be assigned for coursework or projects that do not conform to standard terms (e.g., thesis, research courses, open learning, or multi-term project based learning coursework, etc.) when the student is making satisfactory progress; otherwise, the student should be assigned F. An SP grade will not be converted automatically but rather will remain until changed by the instructor or department chair when instructor is not available. SP grades count towards credits completed but do not affect GPA until converted. Programs that want to apply the SP option, must designate courses eligible for SP grades through the course curriculum approval/change process.

3.8.3 Absent from the Final Examination
(X and Z grades)

The grade X (grade) is used to indicate absence from the final examination when all other course requirements have been met. However, if the student would fail the course regardless of what grade was received in the final, an "F" grade may be given. The grade in parenthesis is determined by including in the grade calculation an F (or zero score) for the missing final exam. The X grade may be removed by a make-up examination if the absence was for good cause (e.g., illness or other emergency). To be eligible for the make-up exam, the student must file a petition and the petition must be approved by the committee on standing of students. If the student fails to petition, or if the petition is not granted, or if the student fails to appear for the scheduled make-up examination, then the X grade will be converted into the parenthetical grade after the first scheduled make-up examination following the receipt of the X grade. If the petition is granted and the final examination is taken, the X grade will be changed by the instructor using the make-up examination procedures and the parenthetical grade will be dropped from the transcript.

Where there are valid reasons for not taking the make-up examination at the scheduled time, the student may petition for a later examination.

The grade Z is used to indicate both absence from the final examination and incompletion of one or more course requirements. The instructor calculates the parenthetical grade using an F (or zero score) for the final examination and either an F (or zero score) or the substitute method of calculation described in section 3.8.2 for the incomplete work. The Z grade may be removed by the procedures presented in the previous paragraph for removing the X grade. If this results in an N grade because

the course work is still incomplete, the provisions of section 3.8.2 incomplete (N grade) shall apply. The student must petition for an extension, but in no case shall the deadline for completion of the work be later than the last day of classes in the first full semester in residence (except summer) following receipt of the Z grade.

Where failure to complete course work prevents the student from taking the make-up examination at the scheduled time, the student may petition the committee on standing of students for a later examination with a fee. Any Z grade that is still outstanding after the tenth day of instruction in the next academic-year semester following receipt of the Z grade will be converted into the parenthetical grade making it the official grade.

X and Z grades do not count as hours attempted and are not used in computations of cumulative averages.

3.8.4 Drop/Add Period

A withdrawal from a course within the first ten days of instruction is not recorded on the student's record.

A student wishing to withdraw from a course after the tenth day, but not after the eleventh week of instruction, must follow the procedure set up by the registrar and notify both the advisor and course instructor.

A student who officially withdraws from the university or a course after the tenth day of classes through the eleventh week of instruction receives grades of W in the course(s) for which they are registered. After the eleventh week of instruction, no grade of W may be given.

A student who reduces their course load below the minimum required for standing as a full-time student but does not withdraw from the university, becomes a part-time student for the rest of that semester.

Some areas affected by part-time status are financial aid, athletic eligibility, veteran’s affairs, selective service, and immigration status.

A student may add any course through the fifth day of the semester. From the sixth to the tenth day of the semester, students wishing to add a course must follow the procedure set up by the registrar, obtaining the permission of the course instructor and notifying the advisor.

After the tenth day of the semester, students must petition the Committee on the Standing of Students to add a course.

3.8.5 Release of Final Grades

The registrar posts grades online after all grades for the semester have been received. Instructors may develop their own policies for release of unofficial reports of academic progress to individual students, or to their curriculum directors, deans, or financial aid officers, on a need-to-know basis, including release of unofficial final course grades. Any such policies must respect the rights of students to privacy.

3.8.6 Grade Reports

Faculty should submit their grades through the process and deadlines as determined by the University Registrar. They should be available during the final exam period until all semester grades for their courses have been submitted following the procedure set up by the University Registrar.

3.8.7 Grade Appeals and Availability of Coursework to Students

A student has the right to have all written materials submitted to meet the requirements of a course returned or made available for inspection. To be "made available" does not guarantee the right to a photocopy, but the materials may be examined in the faculty office or academic department office. All written materials not returned to the student must be retained by the faculty member or the department office for at least one long-session term following the completion of the course.

A student questioning the validity of a grade must file the appeal to the faculty member of the academic department before the last class day of the long-semester term following the completion of the course. This does not limit the ability to correct a grade based on miscalculation or data entry error.

3.8.8 No Grade Received (NR grade)

If no grade is received by the University Registrar before student grades are officially posted, a grade of NR will be assigned. It is the responsibility of the faculty member who failed to submit a grade to resolve the situation. If a correct grade is not submitted or the situation is not otherwise resolved then the NR grade will be converted to a grade of F on the tenth day of instruction of the next academic year semester. NR cannot be entered for graduating students in their final semester Only the Registrar can assign a temporary NR grade.

3.9 Grade Averages

In computing averages, semester grades are weighted according to the number of credit hours in the courses concerned on the basis: A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=0.7, F=0.

When a course is repeated in which a grade other than a P was received, the grade received upon repetition of the course counts in the cumulative average, and the grade(s) and credit hours received when the course was previously taken are dropped from the cumulative average. A course may only be repeated on a pass/fail grading basis if originally taken on a pass/fail basis.

In order to remove a grade from the cumulative grade point average, the student must repeat the same course for regular grading. In case the course is discontinued, the offering department may designate an equivalent course, which is acceptable as a substitute. Courses from other institutions, including those in LVAIC, are not eligible for the purpose of grade substitutions.

3.10 Scholastic Probation (3/2026)

3.10.1 The Committee on Standing of Students uses the following guidelines to evaluate whether students are in Good Standing, on Scholastic Warning, on Scholastic Probation, or Academically Suspended.

1. A student is in Good Standing if their cumulative GPA is greater than or equal to 2.0 and they are making at least minimal progress towards their degree.

2. Undergraduate students with fewer than 19 completed credits while in residence at Lehigh hours can be in Good Standing, on Scholastic Warning, on Scholastic Probation, or Academically Suspended. Undergraduate students with 19 or more completed credit hours while in residence at Lehigh hours can be in Good Standing, on Scholastic Probation, or Academically Suspended.

3. Implications of Scholastic Warning, Scholastic Probation or Academically Suspended:

a. Students on Scholastic Warning will meet with their advisors and the Undergraduate Associate Dean of their College to develop a detailed plan of study, consultation with course instructors, etc., intended to achieve a rapid return to Good Standing. If the student fails to develop such a plan with their Undergraduate Associate Dean within the first two weeks of the semester, they will be put on Scholastic Probation.

a. Students on Scholastic Probation are ineligible for: (a) intercollegiate competition and other extracurricular activities in which they publicly represent the university, (b) major office (elected or appointed) in any university organization, and (c) other activities which require more time than should be diverted from primary purposes by students whose academic survival is at risk. The Dean of Students shall monitor and enforce this ruling. (See Lehigh University Student Code of Conduct on band regulations.) Scholastic probation will be effective at the end of each semester and the second summer session. Students who, while on scholastic probation, attend either or both summer sessions will have their status reviewed at the end of the second summer session by the SOS Committee.

c. Students who are Academically Suspended may be granted reinstatement by the Committee on Standing of Students. The student will be required to present a plan of study endorsed by their Undergraduate Associate Dean and approved by the Committee on Standing of Students. If a student is granted reinstatement, they will be on Scholastic Probation until they achieve Good Standing.

4. If a student fails to meet the standards for minimal degree progress, the Committee on Standing of Students may place the student on Scholastic Probation or Academic Suspension. Note that courses with grades of W, F, or that were repeated during a later semester, do not count as completed credit hours. The standards for minimal degree progress are:

a. Complete at least 24 credit hours prior to the second year of enrollment.

b. Complete at least 48 credit hours prior to the third year of enrollment.

b. Complete at least 72 credit hours prior to the fourth year of enrollment.

5. The cumulative grade point average (GPA) is the weighted point average of all grades received in residence or at institutions specifically approved for grade transfer. The cumulative average is computed at the end of each semester and the second summer session. The term GPA (TGPA) is a student's GPA in the most recent semester or summer session. Note: for students who have completed only one semester, their TGPA=GPA.

6. Students with fewer than 19 completed credit hours while in residence at Lehigh.

   TGPA greater than or equal to 2.0: Good Standing
   TGPA greater than or equal to 1.7 and less than 2.0: Scholastic Warning
   TGPA less than 1.7: Scholastic Probation or Academically Suspended

7. Students with 19 or more completed credit hours while in residence at Lehigh, who are making at least minimal degree progress.
   a. Students with GPA equal to or greater than 2.0

		Previous Semester Status	
		Good Standing	**Scholastic Probation**
Term GPA	1.7 ≤ TGPA	Good Standing	Good Standing
	TGPA < 1.7	Scholastic Probation	Continued Probation or Academically Suspended

   b) Students with a GPA less than 2.0

		Previous Semester Status		
		Good Standing	**Scholastic Warning**	**Scholastic Probation**
Term GPA	2.0 ≤ TGPA	NA*	Scholastic Probation	Continued Probation
	1.7 ≤ TGPA < 2.0	Scholastic Probation	Scholastic Probation or Academically Suspended	Continued Probation or Academically Suspended
	TGPA < 1.7	Scholastic Probation or Academically Suspended	Academically Suspended	Academically Suspended

*This is an empty set since a student must have had a 2.0 or better in their previous semester to be in good standing. If they receive a TGPA of 2.0 or greater, they must still have a GPA of 2.0 or greater.

8. The Committee on Standing of Students will determine a student's academic status if the student's cumulative GPA fails to meet the requirements for good scholastic standing as a result of a conversion of an N, X, or Z grade on the tenth day of instruction.

9. Students who, while on scholastic probation, attend either or both summer sessions will have their status reviewed at the end of the second summer session by the Committee on Standing of Students.

9. Special Cases

a. Certain categories of students (e.g., those on financial aid, or those participating in intercollegiate athletics) will be expected to maintain whatever credit hours are required for eligibility.

b. Non-degree students with fewer than 12 credit hours attempted will not have their progress evaluated until they earn at least 7 credit hours. A non-degree student with two or more F grades is eligible to be reviewed by and may be placed on Scholastic Warning, Scholastic Probation, or Academic Suspension at the discretion of the Committee on Standing of Students.

c. Students who, regardless of their cumulative average, have failed more than eight credits of coursework during a semester or during Summer Sessions I and II combined, may be placed on Scholastic Warning, Scholastic Probation, or Academic Suspension at the discretion of the Committee on Standing of Students.

3.10.2 Academically Suspended /Reinstatement Status

Students are removed from probation at such time as they meet the minimum standards. Refer to section on requirements for good standing, 3.10.1.

3.10.3 Academically Suspended/Reinstatement Status

1. If a student is placed on scholastic probation for the second but not consecutive term, a review by the Committee on Standing of Students will determine whether the student will continue on Scholastic Probation or be Academically Suspended.

2. If the conversion of an N, X, or Z grade on the tenth day of instruction makes the student eligible for a change in academic status, the Committee on the Standing of Students will review each individual case to determine the student's status.

3. A student may be granted the privilege of reinstatement for summer session(s) only by the Committee on Standing of Students. The student will be required to present a plan of study endorsed by their advisor and Academic Dean and approved by the Committee on Standing of Students. At the completion of the summer, the student's status will be determined through review by the Committee on Standing of Students.

3. A student may be granted reinstatement for an academic semester on probation by the Committee on Standing of Students. The student will be required to present a plan of study endorsed by their advisor and Academic Dean and approved by the Committee on Standing of Students. At the completion of the semester, the student's status will be determined through review by the Committee on Standing of Students.

3.10.3 Living Group Probation

Any organized living group which in any one semester fails to attain for that semester an average of 2.00 or better is placed on social probation for the next succeeding regular semester, and thereafter until it attains a semester average of 2.00 or better. A living group on social probation shall not be allowed to hold any social affairs during the period of its probation.

3.11 Honors

Honors are of five kinds: dean's list honors, departmental honors, graduation honors, living group honors, and college honors programs.

3.11.1 Undergraduate Graduation Honors

For the purposes of graduation honors calculations, courses taken more than once at Lehigh will only have the most recent grade used in the calculation. Students must meet the regular residency requirement (90 credits of graded coursework, excluding pass/fail) to be considered. Transfer Credits do not count toward GPA and hence are not included when considering Graduation Honors.

Students who spend part of their career at another institution, or are transfer admits to degree programs and have fewer than ninety hours of in residency courses, may qualify for graduation honors under the following condition:
The student must have at least sixty credit hours of regularly graded (not pass/fail) courses that meet Lehigh’s residency requirement.

3.11.2 Departmental honors

Individual departments may offer departmental honors programs. See under individual departments in the catalog (12/2024).

3.11.3 Living Group Honors

The officially recognized student living group having the highest scholastic average in any given academic year is awarded the Lehigh University trustee scholarship cup for the ensuing year. This award is announced at Founder's Day exercises. Any such student living group, which wins the cup three years in succession, retires the cup to its permanent possession.

3.11.4 Dean's List

At the end of each semester and at the end of the second summer session, the dean of students publishes a list of all regular undergraduates who during that period achieved a term GPA of 3.60 or better, provided this average is based on at least twelve hours of regularly graded completed course work.

3.11.5 College Honors Program

Individual colleges may offer special honors programs. See under individual colleges.

3.12 Petitions

The right of petition is open to all students at all times. Petitions must be submitted to the committee on standing of students for curriculum transfers, make-up exams, senior re-exams, special exams, reinstatement or readmission in the university, and for other special action.

The regular petition form must be complete with signature and a brief recommendation from the instructor (when appropriate), advisor, and academic dean. Petitions are acted on:

1) by the committee itself;
2) for the committee on the basis of power delegated to academic deans or the executive secretary of the committee.

Any petition denied by a delegated authority may be appealed to the committee.

3.12.1 (Deleted section: Faculty approved 12/4/2017)

3.12.2 Substitution and Anticipatory Examination Petitions

Petitions for substitutions are granted on approval by the chair of the department for whose course a substitution is proposed or anticipated, by the chair of the student's major department, and by the dean of the respective college. Any petition denied may be appealed to the committee on standing of students.

3.12.3 Petition to Waive a Prerequisite

Prerequisites may be waived upon presentation of evidence of substantially equivalent preparation, if satisfactory to the instructor in charge of the course, the teaching department chair, and the chair of the student's major department or program if applicable.

3.12.4 (Deleted section: Faculty approved 12/4/2017)

3.13 Course Designation: Transcript

When requested to do so by a department chair or division head, the registrar enters on student transcripts a more specific title than the one listed in the university catalog. This is designed to cover courses designated in the catalog course description as being of shifting content repeatable for credit. It is not designed to cover independent study or independent research courses.

3.14 Special Regulations

3.14.1 College of Arts and Sciences

The College of Arts and Sciences offers 4 year BA and BS degrees in a wide variety of majors, all requiring a minimum of 120 credit hours, as well as various distinctive and cross-college programs. CAS students are encouraged to declare their major as soon as possible and are expected to do so by the end of their 4th semester. Curricula are proposed and updated through a process of review that originates in departments or programs and passes through the CAS Policy Committee (see 1.4.3.1.1), the College Faculty, the Educational Policy Committee, and the Faculty Senate. Current information on and regulations governing all College and cross-college offerings are maintained in the annually updated University Catalog.

3.14.2 College of Business

During the second semester of the sophomore year, students in the College of Business are required to select an area of study in which to major. The areas include: accounting, business economics, economics, finance, marketing, management, business information systems, and supply chain management. A major consists of at least fifteen credit hours of advanced work in the particular field of concentration. Current degree offerings and requirements for graduation in the College of Business are maintained in the annually updated University Catalog.

3.14.3 P.C. Rossin College of Engineering and Applied Science

The curricula of the college consist of 120 to 140 credit hours of work exclusive of basic military science and tactics, required summer schools, and summer employment. Any change of this basic credit-hour requirement can be made only on recommendation of the committee on educational policy and approval of the faculty.

The freshman year is uniform for all engineering curricula.

The degree of Bachelor of Science in the particular division of engineering studies is given upon the successful completion of the work of the curriculum.

Graduation requirements in the college include:

1) passing grades in the required credit hours in the curriculum concerned, so apportioned as to meet the requirements of the uniform freshman year, specialized courses, and general study courses; and
2) completion of all general requirements applying to candidates for the baccalaureate degrees. (See 3.20.1)

Effective with the class of 1991, a grade of C- or higher is required in each course that is both required and offered by the major department and used as an explicit prerequisite for another required department course.

A student shall be allowed to declare their choice of curriculum after completing the uniform first year and achieving good standing as defined in section 3.10.1.

3.14.4 General Studies (Humanities/Social Sciences)

General studies are nonprofessional, non-specialized studies in the large area of human knowledge and experience with which any educated person should be acquainted. For students in the P.C. Rossin College of Engineering and Applied Science, these areas are identified with the humanities and social sciences (HSS).

The general studies requirement involves a minimum of twenty-five credit hours, normally spread over four years, of which English 1&2 (6) and Economics 1 (4) are required. English must be satisfied prior to the junior year. A list of elective courses acceptable as general studies courses are found under HSS Options 1 and 2 in the current catalog. In addition, students pursuing a Bachelor of Science degree program in the college can, if they so choose, organize their general study program to achieve the equivalent of a minor in any one of the established areas of humanities or social sciences. Not less than fifteen hours of approved courses in an area of concentration is required for the minor.

Effective fall 1993, students must complete the HSS requirement which involves a minimum of twenty-four credit hours including English 1&2 (6) and either Eco 11 or Eco 12 (3). The student is expected to select courses that satisfy one of the five HSS options described in the catalog, these being designed to provide breadth and depth of study. The student selects an HSS option at the time of declaring their major.

3.14.5 Special Undergraduate Course Opportunities

3.14.5.1 Apprentice Teaching

The apprentice-teaching program is limited to juniors and seniors who wish an opportunity to learn about teaching to do so under the guidance of an experienced professor. Typically apprentices are associated with a freshman- or sophomore-level course, do a limited amount of lecturing and leading of discussion, assist in making up and evaluating written assignments, and are available for individual consultation with students. The regular or "master" teacher is responsible for assigning all grades given in the course. The duties performed by undergraduate apprentice teachers must in no way be confused with those performed by graduate teaching assistants.

To participate in the apprentice teaching program a student must be a junior or senior, must have an overall cumulative grade-point average of 2.80, and either:

1. a) must have completed, with a 3.3 grade average, at least two courses in the field in which the apprentice teaching is done, and b) must have previously taken for credit a course equivalent to the course in which the apprentice teaching will be done,

OR
2. must meet the written standards for apprentice teaching established by the department in which the course originates.

A student may roster for apprentice teaching only once each semester, only once for a given course, and only twice in their college career.

Students register for apprentice teaching by signing up for course number 300 (a number set aside in all departments for a one-to-four- credit course called "Apprentice Teaching"). Master teachers and apprentices must - normally, before pre-registration time - submit a written "contract" or agreement describing the duties the apprentices will perform and method of evaluation. Forms are available for this agreement in department offices and associate deans' offices of the college. These forms must be signed by both the apprentice and the master teacher, then submitted for approval to both the chair of the department in which the apprentice teaching will be done and to the associate dean of the student's college and attached to the registration form.

The provost shall appoint a central coordinator of apprentice teaching who, with a committee of representatives of the three undergraduate colleges, will oversee, evaluate, and report on the program periodically.

3.14.5.2. Cooperative Undergraduate Education (section deleted 9/1/23)

3.14.5.3 Courses applied to graduate degrees or programs

Undergraduate students who are interested in taking courses that could be applied to graduate degrees or programs, refer to section 3.21.1 for additional requirements.

3.15 Other Academic Sessions

3.15.1 Summer Session

Regularly matriculated undergraduates may attend summer session courses. Undergraduates from other institutions must apply for admission to Registration and Academic Services.

Students may take no more than a total of 16 credits per summer session, or 8 credits per summer term. Exceptions may be petitioned to the SOS committee.
Drop/add Period

First or Second Session:

A student may add any course up until the end of the 2nd day of the summer session. From the 2nd to the 4th day of the summer session, students wishing to add a course must follow the procedures for a late add. After the 4th day of the summer session, students must petition to add a course. A withdrawal from a course within the first 4 days of the summer session is not recorded on the student’s record. Students wishing to withdraw from a course after the 4th day, but not after the 15th day of instruction, must follow the procedure for a late withdrawal. A student who officially withdraws from the university or a course between the 5th and 15th day of instruction receives a grade of W in the course(s) for which they are registered. A W may not be awarded after the 15th day of instruction.

Full Summer Session: A student may add any course up until the end of the 1st week of the summer session. From the end of the 1st week to the end of the 2nd week, students wishing to add a course

must follow procedures for a late addition. After the 2nd week of the summer session, students must petition to add a course. A withdrawal from a course within the first week of the summer session is not recorded on the student's record. Students wishing to withdraw from a course after the 1st week, but not after the 10th week of instruction, must follow the procedures for a late withdrawal. A student who officially withdraws from the university or a course between the 2nd and 10th week of instruction receives a grade of W in the course(s) for which they are registered. A W may not be awarded after the 10th week of instruction (9/2024).

3.15.2 Winter Intersession

Regularly matriculated undergraduates may attend winter intersession courses. Students may take no more than a total of 4 credits per winter intersession. Exceptions may be petitioned to the SOS committee.

A student may add any course up until the second day of the winter session. From the 3rd to the 4th day of the winter session, students wishing to add a course must follow the procedure for a late addition. After the 4th day of the winter session, students must petition to add a course. A withdrawal from a course within the first 2 days of the winter session is not recorded on the student's record. Students wishing to withdraw from a course after the 2nd day, but not after the 10th day of instruction, must follow the procedures set up for a late withdrawal. A student who officially withdraws from the university or a course between the 3rd and 10th day of instruction receives a grade of W in the course(s) for which they are registered. A W may not be awarded after the 10th day of instruction (9/2024).

3.16 General College Division

For admission to the general college division, the applicant must submit an application at least one month prior to the start of the semester in which they hope to enroll. The applicant must show maturity, seriousness of purpose, and evidence of ability to pursue with profit the program of studies they desire. The student must have the established prerequisites for courses as they wish to enroll and may register for courses up to and including the 300-level.

Students accepted into the division as exchange students through the auspices of the Lehigh Abroad Office may take 400 level graduate course with the approval of the appropriate department chair and dean's office. Additional admissions requirements may be requested above those normally required for a student seeking admission into the division.

There is no established curriculum for the general college division. Each student works on a program outlined to meet their special needs. Each program must be approved by the director of the division. Students in the division are not candidates for degrees. A student may transfer to regular matriculated undergraduate status in any of the colleges only upon petition to, and approval by, the committee on standing of students.

Transfer to graduate studies is possible only through the normal graduate admission process.

Students in the division, as non-degree candidates, do not meet the eligibility criteria for federal student aid, under Title IV, including Federal Pell Grants and Federal Stafford Student Loans. Similarly, institutional financial aid is also limited to degree candidates.

Transfers from regularly matriculated status in any of the college to the general college division may be made only with the approval of the committee on standing of students. Transfers from graduate studies require the approval of the graduate committee.

With the exception above, students in the general college division are subject to the same rules and regulations as students of the university. They pay the tuition and fees established for regularly matriculated students.

3.17 Military Science

Students desiring to enter advanced military science courses meet the requirements of the service branch selected. Training prerequisites for entry into the advanced course are:

1) satisfactory completion of a basic military, or
2) creditable attendance at one of the service academies for at least two years, or
3) honorable active military services of at least four continuous months.

No active member of the Army, Navy, Air Force, Marine Corps or Coast Guard, or officer of the Public Health Service will be accepted. No commissioned officer, former commissioned officer, not an individual holding a certificate of eligibility for appointment as an officer in the Army, Navy, Air Force, Marine Corps, Coast Guard, Naval Militia, or reserve components thereof will be enrolled.

At the beginning of the second semester of the sophomore year a student may apply for advanced course in military science extending through the junior and senior years and including attendance at summer camp.

Students are selected for the advanced course with the concurrence of the president of the university.

Students applying for advanced military science may be enrolled in these courses only within the quota limits established by the Department of Defense and upon selection by the appropriate board of selection.

Transfer students, who have contracted for but not completed a program of advanced ROTC training at the institution from which they are transferring, are required to complete their program of advanced training at Lehigh University, unless they can present an official discharge from the program.

Students attending Lehigh on ROTC scholarships (Army) are required to maintain an academic average satisfactory to the awarding service. There is no restriction on subjects or majors. Extracurricular activities are encouraged. Any disciplinary or punitive action for misconduct will be reported by the university to the professor of military science for further action desired by the service concerned.

Students in the College of Arts and Sciences and the College of Business may substitute advanced military science credits for six hours of electives. If an overload is not approved, an additional academic period may be required.

Students in the P.C Rossin College of Engineering and Applied Science may substitute advanced military science or aerospace studies credits for six hours of free electives courses. If an overload is not approved, an additional academic period may be required.

Each student registering in military science shall make a cash deposit to be paid at the time of registration. When the student returns their military equipment in good condition the entire amount of the deposit will be refunded. Students taking ROTC are required to reimburse the university for returnable equipment which has been lost or damaged.

3.18 Continuing Education

3.18.1 Program Character

The educational goal of continuing education at Lehigh is to provide professional development and personal enrichment opportunities for a constituency outside the normal body of Lehigh undergraduate and graduate students.

If Lehigh is to serve a broad spectrum of carefully selected groups, a variety of forms, schedules, and delivery mechanisms must be developed. Continuing education offerings need not be limited to the format of time frame of traditional semester courses. Short courses, intensive workshops, clusters of regular and/or specially designed courses, and other approaches must be employed where appropriate. Continuing education activities will not carry Lehigh degree credit.

Participation in such activities will imply no progress or favored status in relation to Lehigh degrees, either undergraduate or graduate. For the goals of continuing education students, credit will generally be of little importance. When desirable, a certificate or other evidence of attendance may be issued.

Lehigh University will award continuing education units to participants who complete selected non-credit continuing education programs. In awarding these CEU's the University will follow the guidelines established by the National Council on the Continuing Education Unit. The final decision on which programs carry CEU's will be made by the advisory committee on continuing education as a part of its regular individual program approval process. Permanent records of CEU awards will be maintained by the registrar's office.

The continuing education unit is a measurement of the time spent by a participant in non-credit continuing education programs. It provides a standard unit for record keeping and comparative purposes. One CEU is awarded for every ten contact hours of instruction. The CEU is purely a quantitative measurement. No participant evaluation is involved, and there is no independent accrediting body. The National Council on the Continuing Education Unit is a national federation of educational and training organizations which are developed guidelines for the use of CEU's. However, any organization may offer CEU's and compliance with NCCEU guidelines is completely voluntary.

The NCCEU suggests that CEU's be awarded only when the following criteria are met:

1) Programs are organized and educational in nature.
2) The programs are sponsored by an institution capable of fulfilling the administrative responsibilities inherent in the granting of CEU's.
3) The programs are taught by qualified instructors.
4) The sponsoring institution is able and willing to maintain permanent attendance and CEU award records.
5) The programs are evaluated in an organized and consistent manner.
6) CEU's are not granted in the following cases: credit programs, high school equivalency programs, orientation programs, meetings, entertainment or recreation programs, work experience, individual or self-directed studies.

3.18.2 Organization and Administrative Responsibilities

The functions of the office of continuing education in regard to continuing education are:

1) To develop and implement continuing education programs with the cooperation or consent of concerned departments or other agencies of the university.

2) To promote Lehigh continuing education in the general community. The office will identify new audiences through such techniques as market research, will publicize individual continuing education programs in an appropriate manner, and will foster a community awareness of Lehigh as a center for continuing education.
3) To serve as a central university contact point for anyone seeking information about continuing education at Lehigh. For this purpose, the office will maintain an information file on all continuing education activities at Lehigh as well as a current list of all regular Lehigh courses in which continuing education students are welcome.
4) To serve as a source of administration and support services for continuing education offerings at Lehigh. Some financial arrangement covering the cost of such services will be necessary between the office and the department or other university continuing education sponsor seeking such services.
5) To perform the functions of admissions and registration for continuing education students wishing to enter regular Lehigh courses as listeners.
6) To maintain and make available attendance and other necessary student records for participants in continuing education activities.

3.18.3 Program Development

Department(s), center(s), and other university agency(ies) wishing to offer new continuing education activities in the future may establish any of a number of relationships with the office of continuing education. Such department(s) and center(s) may (1) enter into an administrative and financial partnership with the office and jointly sponsor continuing education activities; (2) seek administrative and support services from the office and pay for the services they receive; and (3) handle all programmatic and administrative matters internally and only provide information to the continuing education office.

Continuing education activities which originate in the office of continuing education must be referred for approval to the department(s), center(s), or other agency (ies) of the university most closely related to the content of the proposed activity. If a question arises as to which department(s), center(s), or other agency (ies) should be consulted, the continuing education advisory committee will make the final determination. Once approval has been expressed, the office will be free to implement the activity. The department(s), center(s), or other agency (ies) to which a proposed activity is referred will decide how approval is defined and expressed. Whatever process is used must be rapid.

Disapproval should be based only on legitimate and significant reasons (an overlap with regular departmental offerings, a lack of education quality, or an inability to identify competent faculty).

In cases of irreconcilable difference between the director of continuing education and a department concerning the propriety of a continuing education activity, the continuing education advisory committee will make a final determination.

3.18.4 Faculty Policies

Continuing education activity during the regular academic year will be considered as consulting for participating Lehigh faculty and staff. Any Lehigh faculty or staff member wishing to participate in continuing education activities during the academic year must have the approval of their department chair, center director, college dean, and the appropriate vice president. The basic responsibility of Lehigh faculty members is to the regular degree programs of the university. The university, in applying the approval procedure outlined above, will monitor the amount of continuing education activity in which a faculty member may engage.

Fees paid to Lehigh faculty and staff members involved in continuing education activities will not be tied directly to regular academic-year salaries. Instead, faculty remuneration will be dependent on the financial status of each activity. The following general guidelines are suggested: (1) A minimum of one-half of one percent and a maximum of 1.5 percent of the previous year's salary average at Lehigh for each half day spent in actual teaching. (2) Faculty organizers of such activities are entitled to remuneration above that given for their actual teaching in proportion to the actual effort expanded.

3.18.5 Financial Arrangement

Continuing education activities - not connected to the university's regular academic program and schedule - will be treated as individual cost centers. Before any such activity is presented, the sponsoring university agency (ies) will prepare a budget indicating expected revenues, expenses, and net income. The budget will be circulated among the members of the continuing education advisory committee for approval.

The budgeted expenses should include a facility use fee (to be developed and standardized by the university controller's office) to be paid to the university. Fees for faculty participating as instructors or organizers should also be included in the budgeted expenses of the activity. The university departments, centers or other agencies sponsoring such continuing education activities will retain 90 percent of the net income (after all expenses have been met) to be used for legitimate educational purposes at the agency's discretion. The remaining 10 percent will constitute a return to the university.

3.19
Deleted (Approved by University Faculty, 2008)

3.20 Graduation

3.20.1 Requirements for Graduation (October 2026)

In addition to the academic and credits requirements for graduation in the several colleges and curricula, all students also meet the following requirements:

1) Completion of the residence requirements which stipulate that the candidate for a baccalaureate degree must have earned in residence at the university either a minimum of ninety credits, or at least sixty of the last seventy-five credits.
2) Achievement of a minimum cumulative scholastic average of 2.00.
3) Completion of all work to be credited toward a baccalaureate degree within an eight-year period. If the work is not completed within this period, the program will be reviewed by the committee on standing of students.
4) Payment of all indebtedness to the university of whatsoever kind, except any long-term notes.
5) Satisfaction of all requirements, scholastic, disciplinary, and financial, not later than 8:30 A.M. on the Friday preceding the degree conferral date.
6) Filing with the Registrar an application for graduation by the deadline established by the Registrar.
7) With permission of the Registrar, any undergraduate student who is not receiving a degree may participate in the commencement exercises within one year of the completion of all degree requirements. Students who are permitted to walk in the ceremony will not receive a diploma and will not be listed in the commencement program until the degree is officially conferred.

8) Graduate students may participate in commencement exercises before the completion of all degree requirements with the approval of the Standing of Graduate Students committee. Students will not receive a diploma until all requirements are completed.

3.20.1.1. Second Baccalaureate Degree

The program of study for a second baccalaureate degree must be no less than thirty hours additional recommended by the appropriate department chair presented by petition to the committee on standing of students for official approval and authorization. The program for the second degree will include courses to complete the distribution, general and major requirements of the college conferring the second degree. Exceptions to this requirement must be approved by the dean of the college and the committee on the standing of students.

3.20.2. (Deleted section: Faculty approved 12/4/2017)

3.20.3 Transcripts of Record

An academic transcript will be issued to any student or former student of the university without charge provided there are no financial obligations to the university and such student or former student is under no disciplinary action voiding such issuance of a transcript. An immediate, over-the-counter, transcript request will be subject to a fee.

3.20.4 Conferring of Degrees

Degrees are conferred on the day before the first day of classes of the subsequent semester and on such other occasions as may be authorized and designated by the board of trustees and University President.

3.20.5 Diplomas

Diplomas are signed by the chair of the board of trustees, the secretary of the board of trustees, the president of the university, and the secretary of the university's faculty, authority for such action having been formally approved by the board of trustees and by the faculty.

3.20.6 Honorary Degrees

Honorary degrees are conferred at any commencement exercise.

The degrees of doctor of philosophy, master of arts, master of business administration, master of science, bachelor of science, and bachelor of arts are excluded from the list of honorary degrees.

The degrees of doctor of laws, doctor of letters, doctor of humane letters, doctor of divinity, doctor of science, doctor of music, and doctor of engineering are approved as honorary degrees.

No honorary degree shall be conferred "in absentia."

3.21 Graduate Studies Regulations

3.21.1 Graduate Admissions (5/2026)

A student who has taken the bachelor's degree or a degree in technology at any recognized college,university, or technical institution may be admitted as a graduate student and by permission of the graduate and research committee may pursue studies leading to an advanced degree. Admission to graduate standing is obtained by securing the approval of the dean of the appropriate college and of the chairperson of the department in which the student intends to do the major portion of his or her work.

The decision to admit a student to graduate studies ordinarily rests with the chairperson of the department in which the student wishes to major. This procedure is warranted by the specialized information from which the student's qualifications and his or her compatibility with the department must be judged. The departments set their recruitment policies without much intercommunication; they attract students from different sets of schools; and their forms of support -- and thus their needs for student help -- differ notably. Thus there is good reason to provide an overview of the admission standards which are observed in enrolling new students into graduate studies.

There are two categories of graduate students, namely regular graduate students and associate graduate students. Except for qualified Lehigh undergraduates, only those who have been officially admitted by the appropriate college either as regular or associate graduate students may register for graduate courses or take them for credit. Only regular graduate students are candidates for graduate degrees.

Applications for admission as a regular graduate student are accepted only up to thirty days before the start of classes. Applications for admission as associate graduate students are accepted during this 30-day period. Associate status may be offered to those who apply for regular student status but fail to qualify. Between the end of the regular admission period and the first day of classes there is a late admission
period in which only associate applications are considered. Associate students admitted during this period and who are clearly qualified for regular admission may petition for regular status after the start of classes provided all documents have been received. There is no late application fee.

Applicants for associate status must complete a simplified application form that requires only an unofficial transcript and does not require letters of reference. The registrar will require an official final transcript before grades are released. Associate graduate students must complete the first nine consecutive credit hours of courses numbered 300 or higher with at most one grade of "C", "C+", or "B-", all other grades of "B" or better in order to continue.

Individual departments may require more rigorous probationary standards. After the probationary period of nine credit hours is completed, an associate student must petition for regular student status in order to continue. This will require the submission of the regular admission documents if they have not been previously submitted.

Courses completed during a successful probationary period may count toward a graduate degree if they are part of an approved program.

In order to be considered for admission as a regular graduate student an applicant must satisfy at least one of the following conditions:

a. have an undergraduate G.P.A. of at least 2.75;
b. have an average of at least 3.00 for the last two semesters of undergraduate study;
c. have scores at or above the 75th percentile on the GRE or other recognized test;
d. have a graduate G.P.A. of at least 3.00 on a minimum of twelve hours of graduate work at other institutions, or

e. have successfully completed the probationary conditions as an associate student as described above.

Satisfying the appropriate conditions above is necessary but not sufficient for admission as a regular graduate student. Individual departments may require higher qualifications.

If a department wishes to offer admission to a student who fails to meet any of the requirements, the department is required to submit its recommendation to the appropriate college office with an explanation. Cases that cannot be resolved by the chairperson and the dean will be referred to the graduate and research committee for a decision.

Undergraduate students who have achieved junior standing and a grade point average of 3.0 or greater may petition the Committee on the Standing of Graduate Students (SOGS) for permission to register for graduate level coursework. Undergraduate students may also request permission from the college administering the graduate program to apply course credits taken as an undergraduate toward a graduate degree. The following guidelines should be followed:

1. No undergraduate student may take 400-level courses during a term where the student's total credits are greater than 18 (including audits), with the exception of students enrolled in a 4+1 program.

2. Students requesting a second 400-level course in a given term must petition the Standing of Graduate Students committee and may not register for more than 15 credits total in that term, with the exception of students enrolled in a 4+1 program.

3. An undergraduate student may request permission to use no more than 12 credits taken as an undergraduate toward a graduate degree. These courses must be at the 300 and 400 level and beyond all undergraduate degree requirements. Courses at the 200 level must be approved by the course instructor, department chairperson, and the appropriate college dean to be considered eligible for graduate program credits. The course credits may not have been submitted as part of the requirements for a previous degree. A grade of B or better must be attained.

4. Students who elect to pursue a graduate degree at Lehigh University must apply to their program of interest through the graduate application process. Students may elect to reserve credits either before or after their official graduate application is completed, but before the baccalaureate degree is awarded.

5. All students receiving a graduate degree must be enrolled at least one full semester or summer as a regular-status graduate student prior to the awarding of a graduate degree.

3.21.1.1 Accelerated 4 + 1 Programs
Students with junior standing who are completing the undergraduate portion of their 4 + 1 program may register for 400-level courses through the process of the college in which the graduate program will be completed. Students with sophomore standing who are completing the undergraduate portion of their 4 + 1 may register for 300-level courses in their graduate curriculum through the process of the college in which the graduate program will be completed.

Students may take a maximum of 18 credits when enrolled in two 400-level courses and may petition to overload when enrolled in one 400-level course. Students in these programs may begin their graduate-level coursework when they enter their second year of attendance at Lehigh, achieve a grade

point average of 3.0 or greater, and attain sophomore standing, in consultation with their undergraduate major advisor.

3.21.2 Graduate Scholarships and Fellowships

These awards are made to graduate students on the basis of superior qualifications and of need. Three types of awards are available: tuition-free scholarships authorized by the board of trustees; endowed scholarships and fellowships providing a stipend from which regular tuition must be paid unless accompanied by an additional free-tuition grant; and fellowships supported annually by various foundations, individual donors, and industrial organizations which provide a stipend and tuition.

Following policies established by the graduate and research committee, the dean of appropriate college appoints the recipients of these awards upon recommendations by the departments. Candidates for a graduate scholarship or fellowship file applications as specified by the appropriate college for the next academic year, on forms which may be obtained from the appropriate college office.

3.21.3 Graduate Registration

A graduate registration period for each regular semester and summer session is set by the registrar. With payment of a fee, late registration is allowed through the tenth day of instruction in a regular semester or the fifth day of instruction in a summer session.

3.21.4 Limitation of Schedules

The maximum roster of a full-time (no employment) graduate student shall not exceed 18 credit hours, but students can petition to SOGS for up to 20 credit hours.

Graduate students who are full-time employees at the university may not take more than six semester hours of graduate work in any one semester. Graduate students who are half-time employees of the university (e.g., half-time teaching assistant or half-time research fellows) may not take more than ten semester hours of graduate work in any one semester.

Graduate students under contract to devote not more than one-third of their time to university employment may take a maximum of twelve semester hours in any one semester.

Graduate students who are employed elsewhere and can give only part of their time to graduate work must restrict the size of their rosters accordingly.

Full time status is indicated for graduate students who register for a minimum of nine credit hours each semester, or three credit hours in each summer session. After fulfillment of degree credit hour requirements and in some other circumstances, full time status may be maintained when the student is registered for fewer than nine credit hours. In such cases the status must be certified by the department and the appropriate college dean. Full time status may be maintained for students that have completed all degree credit hour requirements, even when not registered for courses, while continuing a program of full-time research when their status is certified by the department and the appropriate college dean.

3.21.5 Determination of Academic Standing

The University defines general standards for academic standing for all graduate students. Colleges, departments, and graduate programs may define additional standards for a student to remain in good

standing and be allowed to continue to pursue graduate studies. When warranted, and in consultation with programs and departments, the Dean's office at the appropriate college shall issue notifications of probation or dismissal.

3.21.6 Auditors

With the consent of the dean of their college, instructor, adviser and the chair of the department concerned, a graduate student may attend as an auditor one or more courses, which shall be outside the approved program of studies for the degree; provided that in the case of a part-time student their total hours, including the courses for which they are registered and in which the student is an auditor, may not exceed the limits set forth for employees of the university (as defined in R&P 3.21.4 Roster limitations and an audit registration counting as one credit toward the limit).

An Audit registration will not count toward any requirements for a doctoral or masters degree.

An Audit registrant that attends class to the satisfaction of the class instructor will receive a "AU" notation on the permanent record. A Students not attending class to the satisfaction of the instructor may be assigned a "W" for the permanent record. A student may register for an audit in place of maintenance of candidacy.

An Audit registration will not automatically count toward full time certification for graduate students. An Audit registration may count (8 credits and AU) toward full time status for graduate students. Students not registered for normal full time credits (including 8 plus an Audit) may be certified as full time under those special petition procedures in R&P 3.21.4 if they are not greater than half--time employees of any institution or business.

A student who has attended a course as an auditor shall not be given an anticipatory examination for credit in that course and may not register for the course for credit in the future.

3.21.7 Graduate Leave of Absence

Graduate students may request a leave of absence for one year at a time up to a maximum of two years. Only students who have successfully completed at least one semester of graduate study and are in good academic standing are eligible for a leave of absence. These requests are reviewed by the Graduate Student Life Office and are granted by guidelines as determined by the Graduate and Research Committee. When a leave is granted, program coordinators, faculty advisors, funding administrators/supervisors (if applicable), department chairs, graduate associate deans, and the registrar will be notified of the approval.

An approved leave of absence extends time-to-degree deadlines for the duration of the leave, up to a maximum of two years. Graduate students who spend more than two years away from graduate study are required to re-apply for admission.

3.22 Requirements for Master's Degree

3.22.1 Masters of Arts, Science, Business Administration, Education and Engineering

The master's degree is granted to properly qualified students who complete satisfactorily at least two full semesters of advanced work. In meeting the requirements for the degree, the student complies with the following regulations:

1) Each candidate for the master's degree submits for the approval of the graduate and research committee the program of courses they proposes to take to satisfy the requirements. This program must have the approval of the chair of the student's major department, and all courses included which are not offered by the student's major department also must be approved by the chairs of the departments concerned. Approval of the program by the graduate and research committee signifies that the student has formally been admitted to candidacy for the degree.

2) The "minimum" program for the master's degree includes:

    a. not less than thirty semester hours of graduate work;
    b. not less than twenty-four hours of 300- and 400-level course work of which at least eighteen hours are from the 400 group;
    c. not less than eighteen hours in the major field;
    d. not less than fifteen hours of 400 courses in the major field;
    e. no transfer credit may be awarded to reduce the minimum credit requirements of any degree beyond a master's, including all educational specialist degrees.

3) The eighteen hours required in the major field are ordinarily taken in one department. Specific exceptions to this rule are mentioned in the departmental statements at the head of course listings. The remaining twelve hours of a "minimum" program, or any part of them, may also be taken in the major department; or they may be taken in any other field in which courses for graduate credit are offered, as the needs or interests of the student may indicate, subject to the approval of the chair of the major department. In all cases the work for the master's degree is taken under at least two instructors.

4) A graduate student may include in their program courses numbered 200 or higher outside of the major field and courses numbered 300 or higher in the major field. A graduate student registered in 200 or 300 courses may be assigned additional work at the discretion of the instructor.

5) If required, the thesis does not count for more than six credit hours, and thesis registration is limited to a maximum of six credit hours. The credit to be allowed is fixed by the chair of the major department. The final manuscript of the accepted thesis is submitted via the University-specified process. A fee is paid for on-campus archiving. Candidates should submit the original approval/signature page, a copy of the title page, and the abstract to the office of their college dean. These files are kept in the Registrar's Office. Information as to the form in which the thesis is presented may be obtained from the office of the appropriate college.

6) No course in which the grade earned is less than C- is credited toward the degree.

7) All work which is to be credited toward a master's degree must be done through or approved by the appropriate academic unit of Lehigh University. A student who receives more than four grades below B- in courses numbered 200 or higher becomes ineligible to qualify for the master's degree or to register for any other 400 level courses.

8) All work on a program for the master's degree must be completed within a six- year period.

9) All theses must be fully accessible to the graduate and research committee and to the other faculty.

10) Lehigh accepts no restriction on the right to publish and disseminate master's theses developed as part of a sponsored or non-sponsored project. The university process for providing archival and public records of theses will provide for theses to be accessible to readers outside the university. Availability may be delayed as follows:

    a. A short delay in accord with obligations to research sponsors is considered to be within the scope of free and open publication. For the purpose of meeting such obligations, delay in electronic publication of the thesis will not exceed 90 days without approval of the office of the candidate's college dean and in any event will not exceed one year.

    b. Delay up to five years in electronic publication of the thesis for the purpose of enabling the candidate to seek other venues for publication of its content may be approved by the office of candidate's college dean, which will consider the relationship between the thesis and other venues for dissemination as well as the norms of the candidate's field of study.

11) When all requirements have been met, the candidate is recommended by the faculty to the trustees for the master's degree appropriate to the work pursued.

3.22.2 Transfer Credits

With the approval of the department chair(s) offering commensurate courses and the student's department chair (if different), the following number of credits may be transferred to Lehigh Master's degree program:

-Up to nine credits for programs of 36 credits or less
-Up to twelve credits for programs of 37 to 48 credits
-Up to fifteen credits for programs of 49 to 60 credits

To be eligible for credit towards a Lehigh Master's program, all transferred courses must:

-Have been taken at the graduate level
-Have a grade of B or better
-Not have been used toward any prior degree
-Have been completed within four years of first enrollment into a Lehigh graduate program
-If from a U.S. institution, that institution must be accredited by one of the six regional accrediting associations: Middle States Association of College and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and Western Association of Colleges and Schools.

Certain colleges or degree programs may have more restrictive policies with regard to the number of transferable credits or eligibility of courses. A petition is submitted to the Registrar with course descriptions and an official transcript, as well as a departmental recommendation(s).

Students may also be asked for a statement from their former institution stating that the course has not been used toward a prior degree.

3.23 Requirements for Doctor of Philosophy Degree

The degree of doctor of philosophy is conferred on candidates who have demonstrated general proficiency and high attainment in a special field of knowledge and capacity to carry on independent

investigation in that field as evidenced by the presentation of an acceptable dissertation embodying the results of original research. The requirements for the degree are more specifically set forth in the following regulations.

3.23.1 Time Requirements

A candidate ordinarily is expected to devote three or more academic years to resident graduate study. In no case is the degree awarded to one who has spent less than two full academic years of graduate work. (See 3.23.2) Graduate work done in residence at other institutions leading to an advanced degree will be accepted in partial fulfillment of the time requirements, provided such work is approved by the graduate and research committee and by the departments concerned.

Work of fragmentary character scattered over a long period of years, or work completed many years before the student becomes a candidate for the degree, is subject to special review by the University graduate and research committee. The extent to which such work may be credited towards fulfillment of the time requirements will be decided by the committee. All post baccalaureate work submitted in a program for the Ph.D. degree must be completed within a ten-year period. Candidates entering the doctoral program with a master's degree after an interruption of at least one semester must complete work within a seven-year period.

3.23.2 Concentrated Learning Requirement

To fulfill the concentrated learning requirement for the doctoral degree, a candidate must complete two semesters as a full-time graduate student or at least 18 credit hours of Lehigh graduate study within a fifteen-month period either on or off campus. The concentrated learning requirement is intended to ensure that doctoral students spend a period of concentrated study and intellectual association with other scholars.

Individual departments may impose additional stipulations. Candidates should check with their advisers to be certain that they have satisfied their concentrated learning requirements.

3.23.3 Admission to Candidacy

Candidates for the doctorate are accepted in a limited number of departments only, and a department may limit the number of candidates accepted in any year. In exceptional cases new students may be admitted to candidacy immediately upon registration into graduate studies. Ordinarily, however, they are required to spend at least one semester in concentrated learning (see section 3.23.2) before they are accepted as candidates.

Students who enter a Lehigh doctoral program post baccalaureate must complete a minimum of 72 Lehigh credit hours.

Students who enter a Lehigh doctoral program with a master’s degree from another institution must complete a minimum of 48 Lehigh credit hours past the master’s degree.

Students seeking to receive both a master’s degree and a doctoral degree must complete a minimum of 72 Lehigh graduate credits and must meet the requirements of both degrees.

Students participating in approved dual-degree doctoral programs involving external institutions may transfer up to 25% of their total required doctoral program dissertation/research credits to Lehigh for work that was performed at the external partner institution. Approval of such programs is required by the Dean of the relevant Lehigh College.

Admission to candidacy is at the discretion of the Graduate and Research Committee and is granted only upon written application by the student. The applicant must have the endorsement of the departments concerned. The proposed major department may require a qualifying examination. In passing upon a student application, the faculty will take into consideration the applicant's general education, as well as the special qualifications for work in the chosen field. Each applicant is notified by the appropriate college dean, in writing, of the action of the committee upon their application. The application of a foreign student must be accompanied by a statement from the department in which they intend to specialize, certifying that they have a satisfactory command of English.
At the time of admission to candidacy, a special committee is appointed by the Graduate and Research Committee to direct the work of the candidate. The Graduate and Research Committee may delegate to the department or program sponsoring the degree the initial appointment of the committee and approval of any subsequent changes in committee membership.

The minimum number of committee members is four and each must hold a doctoral degree. Of these, three, including the committee chair, are to be voting Lehigh faculty members. In exceptional circumstances, with the written approval of the dean of the college, one of these three faculty members, may be drawn from non-voting faculty and researchers, including departmentally professors of practice, university lecturers, professor emeriti, and research scientists. These non-voting members of the faculty may co-chair the committee with the consent of the committee and the approval of the college dean. In cases of transition, when a voting faculty member is chairing the committee at the time of their retirement, that faculty member may, with the approval of the college dean, continue as committee co-chair after retirement, serving with a newly appointed co-chair.
The fourth required member must be from outside the student’s department (or outside the student’s program if there is only one department in the college). Committees may include additional members who possess the requisite expertise and experience.

3.23.4 Plan of Work

Preparation for the degree is based on the study of a major subject, to which one or two minor subjects may be added. The program of work, to be formulated by the candidate, should be planned to lead to a general mastery of the major field and to a significant grasp of any minor that may be added. The program must be approved by the graduate and research committee.

3.23.5 Language Requirement

Language requirements for the doctor of philosophy degree are the option of, and in the jurisdiction of, the candidate's major department, and are not a university requirement for the degree. Each major department decides which languages, if any, form a part of each candidate's doctoral program.

3.23.6 General Examinations

The general examination for the doctorate is designed to test both the student's capacity and their proficiency in the field of study. The examination is not necessarily confined to the content of courses that have been taken at Lehigh University or elsewhere. The examination is held ordinarily no earlier than toward the close of the second year of work, nor later than seven months prior to the time when the candidate plans to receive the degree. The student's special committee is in charge of the examination, which may be both written and oral.

Should a candidate fail in the general examination, they may be permitted by the graduate faculty to present themself for a second examination not earlier than five months after the first. If the results of the second trial are also unsatisfactory, no further examination is set.

3.23.7 Dissertations

The candidate is required to present a dissertation prepared under the general direction of a professor at Lehigh University. The dissertation treats a topic related to the candidate's major subject, embodies the results of original research, gives evidence of high scholarship, and constitutes a contribution to knowledge. A student's doctoral committee chair must be a Lehigh faculty member approved by the student's major department.

The dissertation must be approved by the professor under whose direction it was written, by the candidate's special committee, and by the graduate and research committee. A copy bearing the written approval of the professor in charge is presented to the appropriate college dean for transmission to the student's special committee not later than April 15 if the degree is to be conferred in May or June and not later than December 1 if the degree is to be conferred in January.

The candidate deposits with the office of the appropriate college dean, at least two weeks before the degree is to be conferred:

1) The final manuscript of the accepted dissertation submitted via the University-specified process.
2) A receipt from the bursar for the payment of the publication fee for any on-campus and off-campus archiving.
3) The original approval/signature page, a copy of the title page, and the abstract. These files are kept in the Registrar’s Office.

Dissertations must remain fully accessible to the graduate and research committee and to the student's dissertation committee, and to other faculty.

Lehigh accepts no restriction on the right to publish and disseminate dissertations developed as part of a sponsored or non-sponsored project. The university process for providing archival and public records of dissertations will provide for dissertations to be accessible to readers outside the university. Availability may be delayed as follows:

1) A short delay in accord with obligations to research sponsors is considered to be within the scope of free and open publication. For the purpose of meeting such obligations, delay in electronic publication of the dissertation will not exceed 90 days without approval of the office of the candidate’s college dean and in any event will not exceed one year.
2) Delay up to five years in electronic publication of the dissertation for the purpose of enabling the candidate to seek other venues for publication of its contents may be approved by the office of the candidate’s college dean, which will consider the relationship between the dissertation and other venues for dissemination as well as the norms of the candidate’s field of study.

3.23.8 Dissertation Defense

After the dissertation has been accepted by the special committee, the candidate will be expected to present an oral defense of the dissertation to the officers of professorial rank in the departments concerned and such other persons as may be selected by the candidate's special committee.

3.24 Requirements for the Doctor of Arts Degree

The degree of doctor of arts is offered in any of several fields to students who are preparing for a career in college teaching. The requirements for admission and for the degree are the same as for the doctor of philosophy program (see section 3.23) with the following exceptions:

1) a broader distribution of graduate courses in the field;
2) a minor area of study for those students wishing bi-disciplinary preparation for two-year college teaching;
3) coursework and training in interpersonal awareness;
4) a supervised internship in college teaching; and
5) a research project appropriate to college teaching in the field of specialization.

3.25 Requirements for the Doctor of Education Degree

The degree of doctor of education is intended for a limited number of carefully selected students engaged in the fields of administration, foundations, reading, measurement and research, and teaching.

Successful professional experience is required for admission to candidacy for this degree.

3.26 Postdoctoral Work

Students who have completed the requirements for the doctorate may enroll for postdoctoral individualized study under the guidance of selected members of the faculty. Such a program of study contemplates a broad educational and research development at advanced and mature levels, and provides opportunities to prepare for specific positions. A formal certification of such work as may be accomplished by the student will be made.

3.27 Grades for Graduate Students
(See 3.8 for undergraduate grades.)

3.27.1 Definition of Grades

Course grades are defined as in section 3.8.1 with the following exceptions: no grade lower than C- may be counted toward a graduate degree and grades are not reported for dissertation registration. A Pass/Fail grading system may be designated by the department at the time a course is added to or modified in the course catalog. In such cases the Pass/Fail grading system will apply to all students enrolled in the course. Students may not independently elect to take a course as Pass/Fail. A grade of P may be credited towards a graduate degree within the limitations of program requirements. Pass/Fail courses are not included in the graduate GPA calculation. No student who receives more than four grades below a B- in courses numbered 200 or higher, with the exception of Pass/Fail courses, is allowed to continue registration as a graduate student. Individual degree programs may impose higher standards.

3.27.2 Incomplete (N grade or SP grade)

The N grade is defined as in section 3.8.2 except that parenthetical grades are not required for thesis or research courses and graduate students have a calendar year to remove course incomplete grades unless an earlier deadline is specified by the instructor. Graduate student incomplete course grades that are not removed remain as N or N(grade) on the student record for one year. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade. Incomplete grades may be extended an additional year with approval of the course instructor and the

graduate coordinator. After two years, outstanding incomplete grades would be converted to the parenthetical mark. Past two years, students could appeal to the Committee on Standing of Graduate Students (SOGS) with a timeline and plan for completion. Thesis or research project N grades may remain beyond one year until the work is completed.

The grade SP may be assigned for coursework or projects that do not conform to standard terms (e.g., thesis, research courses, open learning, or multi-term project based learning coursework, etc.) when the student is making satisfactory progress; otherwise, the student should be assigned F. An SP grade will not be converted automatically but rather will remain until changed by the instructor or department chair when instructor is not available. SP grades count towards credits completed but do not affect GPA until converted.

3.27.3 Absent from the Final Examination (X and Z grades)

The X grade is defined as in section 3.8.3, except that parenthetical grades are not required for thesis or research courses and that to be eligible for a make-up examination a graduate student must file a petition and the petition must be approved by the graduate and research committee. The instructor schedules and administers the make-up.

The Z grade is defined as in section 3.8.3, except that parenthetical grades are not required for thesis or research courses and graduate students have a calendar year to complete course work following an Z grade unless an earlier completion deadline is specified by the instructor. The X portion of the grade is removed as described in section 3.8.3. Z grades which are not removed remain on the record of graduate students. All petitions for exceptions are sent to the graduate committee.

3.27.4 Course Withdrawals

A withdrawal from a course within the first ten days of classes is not recorded on the student's record. A student who wishes to withdraw from a course after the tenth day, but not after the eleventh week of instruction, receives a grade of W. A student who withdraws after the eleventh week period will receive a "WF" or "WP" at the discretion of the instructor.

A student withdrawing from a course submits a department-approved change of roster form to the Registrar's office.

3.28 Graduate Certificates (New, 10/2026)

Requirements for a graduate certificate

A graduate certificate usually has an applied, career-oriented focus and is designed to enhance existing skills or develop new levels of expertise in a given field. These certificates recognize the completion of a set of graduate courses and appear on the Lehigh transcript. A certificate can be applied for and earned by non-degree students. In contrast with the master’s and doctoral degrees, a graduate certificate is not formally ‘awarded’ at one of the two commencement exercises, however, a graduate certificate may be earned during the course of study for a master’s or doctoral degree, and will be listed on the student transcript. Similar to graduate degrees, certificates are approved and overseen by the Graduate and Research Committee.

A graduate certificate is distinct from any form of certification granted by an external certifying agency and, despite the similarity in names, the two types of certificates should not be confused. Over a period of time, more than one certificate may be earned.

A Graduate Certificate may be:

1. An extension of an existing degree (master's, specialist, or doctorate).
2. A free-standing post-baccalaureate academic experience.
3. Added to or incorporated within a more comprehensive degree.

Requirements

The standards below represent the minimum requirements for Lehigh graduate certificate programs. Such certificates can consist of a number of new courses, a repackaging of existing courses, or a combination of the two. The suggested standards address such items as the number of credits, time limits for completion, transferability of credits, as well as admissions and completion requirements. These standards conform to graduate certificates at peer institutions, incorporate policies recommended by the Council of Graduate Schools and reflect academic standards in force at Lehigh.

A Graduate Certificate:

- Consists of a minimum of 12 credits, taken beyond the bachelor's degree;
- Has a maximum of 6 credits at the 200 or 300-level, with the remainder at the 400-level;
- Courses taken at the 200 level must be outside the primary field of study;
- No course in which the grade earned is less than C- is credited toward the certificate;
- Must be earned post-baccalaureate and must be for credit (audits do not count);
- Must be completed in 4 years or less, or within the allotted time for the student's concurrent degree program. In the case that a student cannot complete the certificate in 4 years, the student must petition the Standing on Graduate Students committee to extend the time to completion.

Admissions Criteria:

- Lehigh's minimum criteria for admission to a graduate program apply, unless a department or program sets higher standards; these criteria include:
    - A minimum of a bachelor's degree or equivalent and a minimum GPA of 2.75 are required;
    - Students must demonstrate English language proficiency, consistent with university policies for graduate programs;
    - Submission of a complete application and an official undergraduate transcript are required (some programs may require additional documentation);
    - Applications can be reviewed with unofficial transcripts, but an official transcript is required to formally complete the application and before they can receive any transcript or grade report;
    - An application fee is required.

If a student has already matriculated into a graduate program at Lehigh, they may elect to add a graduate certificate by formally requesting that the program be added to their curriculum through the prescribed university process. Permissions will be granted by the College in which the program of study is located. If the certificate is intercollege, the program director will grant permission.

Transfer Credit:

A maximum of up to three credits taken at the graduate level elsewhere may be transferred from an accredited graduate college or graduate university to a certificate program. All courses must be assigned a grade of "B" or better to be eligible, and have not been used toward any prior degree. The credits must be completed within four years of first enrollment into a Lehigh program. University transfer credit procedures apply.

Post-completion coursework:

In some cases, a certificate student may want to take an additional course beyond the certificate program. If the student is still an active student completing their certificate at the time of registration, the student should petition the Standing on Graduate Students committee to be granted permission for enrollment beyond the credits required for certificate completion. If the student is not an active student at the time of registration, the student would need to complete a new non-degree student application. This would need to be done prior to the start of classes in the academic term of question.

Student Status:

Unless already matriculating in a degree program, applicants to a certificate program will be admitted as non-degree students.

Graduate certificate students who have not already been admitted to a degree program are not guaranteed admission to a degree program and must apply and be admitted with regular status before continuing towards a master's, specialist or doctoral degree.

Current undergraduate students may take graduate level courses toward a certificate following the guidelines outlined in 3.21.1. . They may apply course credits taken as an undergraduate toward a certificate under the following conditions:

1. The course credits may not have been submitted as part of the requirements for their undergraduate degree.
2. A maximum of 6 credit hours taken while an undergraduate (in 300 or 400 level courses) may be used towards a certificate program.

For the final conferral of a graduate certificate, the student must be enrolled at the graduate level for at least one full semester or summer term beyond their undergraduate degree.

Requirements for Completion of Certificate:

- Completion of the minimum number of credits specified by program.
- No more than one grade below B-.
- All other university requirements apply, such as deadlines and fees.
- All work must be completed in 4 years or in the time allotted for a concurrently enrolled degree.
- A student may seek a formal leave of absence for up to one year. This would add up to one year (the equivalent of the leave of absence timeline) to the time limit to complete the certificate.

Transferability:

- Credits earned towards a certificate may be accepted as part of a master's or higher program, as determined by the program, and may not be used to satisfy multiple certificates.
- All certificate courses to be credited toward a master's degree must be done through or approved by the appropriate academic unit of Lehigh University.
- Certificates may be stacked or combined to earn a degree, if the degree requirements, including grade requirements, are met by doing so. A maximum of 12 credits earned towards a certificate may be applied to a masters degree. Credits can only be applied to a single master's degree or a single PhD. Students must formally apply to the degree program that they intend to use certificate stacking towards.
- Normal time limits for completion of a degree program apply and are not extended by inclusion of graduate certificate courses. That is, the program into which the courses are to transfer must be completed according to university regulations (per R&P sections 3.22 and 3.23).
- All certificate courses to be credited towards a master's or higher degree program must be taken within the prescribed timeframe of the degree.