

If you have questions, please contact K. Sivakumar (“Siva”) (kasg@lehigh.edu).

**MEETING OF THE LEHIGH UNIVERSITY FACULTY SENATE**

Minutes of the Meeting held on March 27, 2026, at 1:10 pm

UC 375 and Via Zoom

**Do the Minutes include approved R&P Changes? Yes/~~No~~**  
**Do the Minutes include items ready for a vote of the entire Lehigh Faculty? Yes/~~No~~**  
**Are there items requiring Board of Trustees approval? – Yes/~~No~~**

The roster of senators present at the meeting is listed in Appendix 1.

[Appendix 1 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

**1. Minutes of the Prior Faculty Senate Meeting**

The minutes of the 03/06/2026 Senate Meeting were included in the consent calendar. The minutes were deemed approved since no request was made to discuss them separately.

The approved minutes are available at <https://facultysenate.lehigh.edu/meeting-minutes>.

**2. Consent Calendar:**

**Second Readings R&P 2.2.4.2, 2.2.6.5, 2.2.9.5, 2.2.6.11, 2.2.9.11, 2.4, 2.12.1, 2.13, 2.14 R&P 3.20.1; Graduation Motions**

Since there was no request to consider any item separately, these were approved.

The approved texts are given below.

**2.2.4 Faculty Review**

**2.2.4.2 Triennial Reviews of Tenured Associate Professors (October 7, 2025)**

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.

## 2.2.6 Tenure Review Process

### 2.2.6.5 Departmental Recommendation (October 6, 2025)

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."

## 2.2.9 Promotion Review Process

### 2.2.9.5 Departmental Recommendation (October 6, 2025)

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."

## 2.2.6 Tenure Review Process

### 2.2.6.11 Pre-Submission Dean Consultation with the Candidate (October 9, 2025)

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.

## 2.2.9 Promotion Review Process

### 2.2.9.11 Pre-Submission Dean Consultation with the Candidate (October 9, 2025)

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.

## 2.4 Leave of Absence (October 7, 2025)

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.

## 2.12 Professor of Practice

### 2.12.1 Professor of Practice Contract Terms, Titles, and Responsibilities (October 7, 2025)

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.

## 2.13 Teaching Faculty (October 9, 2025)

### 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.

## 2.14 Research Faculty (October 9, 2025)

### 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.

### 3.20.1 Requirements for Graduation

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.

### 3.20.4 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.

## MAY GRADUATION MOTIONS

That, with the approbation and consent of the Board of Trustees signified by their mandamus, the appropriate academic degrees be conferred at the end of the current semester on those

individuals who shall have completed all requirements for graduation no later than Wednesday, May 13, 2026, and that the President of the University and the Secretary of the Faculty be authorized to sign, on behalf of the Faculty, diplomas issued to these individuals;

That the appropriate graduation honors be awarded to those individuals whose averages as computed by the Office of the Registrar shall entitle them to be graduated with honors, high honors, or highest honors, according to regulation 3.11.1 of the current edition of the Rules and Procedures of the Faculty.

That the Committee on Standing of Students be empowered to act for the Faculty on any special cases involving candidates for bachelor's degrees which may arise between now and the end of the semester, and that the Standing of Graduate Students Committee be empowered to so act in cases involving candidates for graduate degrees.

#### AUGUST GRADUATION MOTIONS

That, with the approbation and consent of the Board of Trustees signified by their mandamus, the appropriate academic degrees be conferred at the end of the Summer semester on those individuals who shall have completed all requirements for graduation no later than Wednesday, August 19, 2026, and that the President of the University and the Secretary of the Faculty be authorized to sign, on behalf of the Faculty, diplomas issued to these individuals;

That the appropriate graduation honors be awarded to those individuals whose averages as computed by the Office of the Registrar shall entitle them to be graduated with honors, high honors, or highest honors, according to regulation 3.11.1 of the current edition of the Rules and Procedures of the Faculty.

That the Committee on Standing of Students be empowered to act for the Faculty on any special cases involving candidates for bachelor's degrees which may arise between now and the end of the semester, and that the Standing of Graduate Students Committee be empowered to so act in cases involving candidates for graduate degrees.

### **3. Second Reading:**

#### **R&P 2.2.8.2 Ninth-Year Promotion Review for Tenured Associate Professors**

The proposal was moved, seconded, put to a vote, and passed.

The approved text is given below.

#### **2.2.8 Promotion - General Provisions**

##### **2.2.8.2 Ninth-Year Promotion Review for Tenured Associate Professors (October 7, 2025)**

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.

### **4. Second Reading:**

#### **R&P 2.2.4.1, 2.2.4.3 (Faculty Review) Untenured Faculty, Annual Review (new)**

The proposal was moved, seconded, put to a vote, and passed.

Professor Jenna Lay noted that the Deputy Provost for Faculty Affairs will be contacted to implement the Department Chairs' suggestion to move the first-year annual review to April, to provide additional information for evaluation.

The approved text is given below.

#### **2.2.4 Faculty Review**

##### **2.2.4.1 Untenured Faculty**

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.

### **2.2.4.3 Annual Review**

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.

## **5. Second Reading:**

### **R&P 2.15 Limits on Term (Non-tenure track) Faculty**

The proposal was moved and seconded. The following were the salient points made during the discussion.

Professor Will Lowry proposed an amendment to add “ideally within one year but no more than three years” to provide a concrete time frame for the proposal. The amendment was seconded.

Senators recognized the complexity this amendment would create.

The amendment was put to a vote and failed.

Professor Mike Spear proposed an amendment to add “ideally within one year.”

The amendment was seconded, put to a vote, and passed.

The amended motion was put to a vote and passed.

The approved text is given below.

### **2.15 Limits on Full-Time Term Faculty**

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 create or are expected to lead to a breaching of college ceilings for term faculty, the dean of that college will within a month report to the Provost and the Faculty Senate Executive Committee (FSEC) 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

## **6. Second Reading: R&P 3.XX Graduate Certificates**

The proposal was moved, seconded, put to a vote, and passed.

The approved text is given below.

### **3.XX 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.

## **7. Memorial Resolution for Professor Emeritus Bob Sorensen CEE)**

Professor Shamim Pakzad presented a Memorial Resolution for Professor Emeritus Bob Sorensen. The Senators observed a moment of silence. They approved the motion to include the resolution in the meeting minutes. The memorial resolution is available in Appendix 2.

[Appendix 2 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

## **8. Building access policies**

Vice President for Finance & Administration Chris Cook and Associate Vice President of Campus Safety & Chief of Police Jason Schiffer provided an update. The following were the salient points discussed.

- Students support credentialed entry to university buildings. Public-facing buildings, such as the Zoellner Arts Center and the University Center, will be open during the day to facilitate easy access by visitors to campus. Procedures will be finalized only after beta testing and additional feedback from students and faculty. [Associate Vice President of Campus Safety & Chief of Police Jason Schiffer, in response to questions from Professors Angela Hicks, Haiyan Jia, Jenna Lay, and Al Wurth]

- People who want to continue using their Physical ID card (rather than mobile credentials) can do so without any additional procedures. [Associate Vice President of Campus Safety & Chief of Police Jason Schiffer, in response to Professor Will Lowry]
- Facial recognition software is problematic, and there are currently no plans to implement such technology. [Associate Vice President of Campus Safety & Chief of Police Jason Schiffer, in response to a discussion on facial recognition cameras by Professor Rosa Zheng and opposition to facial recognition software by Professor Will Lowry]
- The proposed access procedures are not very different from the current procedures used when buildings are locked. No additional use of the collected data is being planned. [Vice President for Finance & Administration Chris Cook, in response to Professors Angela Hicks and Haiyan Jia, who asked about potential privacy issues arising from the new system]
- Actual safety and not just increased perceptions of safety must be addressed. Furthermore, the case of international students, who may not have a mobile phone immediately after their arrival at Lehigh, must be considered. [Professor Mike Spear]
- ADA access will be ensured upon implementation of the changes. [Associate Vice President of Campus Safety & Chief of Police Jason Schiffer, in response to Professor Al Wurth]
- The goal is to balance safety needs and budgetary constraints. The incremental cost of implementing the mobile access system is not going to be too much especially after considering the savings from discontinuing the physical ID cards. [Vice President for Finance & Administration Chris Cook, in response to cost concerns raised by Professors Nandu Nayar and Rosa Zheng]
- Faculty Senate would like to see data on the consultation with students and evidence for how building access policies affect security. [Professor Jenna Lay]

Respectfully submitted by

K. Sivakumar (“Siva”)  
 Arthur Tauck Chair and Professor of Marketing  
**Secretary of the Faculty**