

## **2.13 Non-Reappointment Notice for Teaching Faculty**

### **(1) PROPOSED NEW TEXT**

#### 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.

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#### **(4) EXPLANATION FOR NEEDED CHANGE**

Current rules state that notice of non-reappointment must be given 4 months in advance for Teaching Assistant Professors (this is not stated in R&P but is common practice), 12 months for Teaching Associate Professors, and 18 months for Teaching Full Professors. This is cumbersome and confusing for both the faculty member and the administration.

#### **(5) EXPLANATION FOR WHY CHANGE ADDRESSES ISSUE**

The proposed text changes the notice to 12 months for all ranks of teaching faculty. This change was proposed by one of the Deans and is supported by the Provost and the Deans.

*Note:* The language in R&P suggests that the reappointment review should conclude 12 (e.g.) months before the appointment is scheduled to end, and this is the current practice. However, this means the reappointment review starts quite early in a new faculty member's term—for a 3-year term, the review would be conducted in the second year. The Deans and Provost support the idea of conducting the review in the final year of the term, instead. If the faculty member is not reappointed, the 12-month notice requirement would mean they are entitled to an additional year of employment. (This is similar to a terminal year for a tenure-track faculty member who is denied tenure.) Because non-reappointments are relatively rare, the Deans prefer this approach. The timing of the reappointment review is not made explicit in R&P (old or new text), but will be made explicit on the Provost's website.

#### **(6) PROPOSAL HISTORY**

- Larry Snyder (DPFA): proposed revision

**(7) PROPOSED IMPLEMENTATION DATE**

First read November 2025, second read December 2025, full faculty vote spring 2026, BoT May 2026.

**(8) IMPACTS ON OTHER PARTS OF R&P**

None.

## **2.14 Non-Reappointment Notice for Research Faculty**

### **(1) PROPOSED NEW TEXT**

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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.

For research associate professors who receive promotion to research full professor, notice of reappointment or non-reappointment shall be given at least eighteen months before the terminal date of the appointment.

#### **(4) EXPLANATION FOR NEEDED CHANGE**

Current rules state that notice of non-reappointment must be given 4 months in advance for Research Assistant Professors (this is not stated in R&P but is common practice), 12 months for Research Associate Professors, and 18 months for Research Full Professors. This is cumbersome and confusing for both the faculty member and the administration.

#### **(5) EXPLANATION FOR WHY CHANGE ADDRESSES ISSUE**

The proposed text changes the notice to 12 months for all ranks of research faculty. This change was proposed by one of the Deans and is supported by the Provost and the Deans.

*Note:* The language in R&P suggests that the reappointment review should conclude 12 (e.g.) months before the appointment is scheduled to end, and this is the current practice. However, this means the reappointment review starts quite early in a new faculty member's term—for a 3-year term, the review would be conducted in the second year. The Deans and Provost support the idea of conducting the review in the final year of the term, instead. If the faculty member is not reappointed, the 12-month notice requirement would mean they are entitled to an additional year of employment. (This is similar to a terminal year for a tenure-track faculty member who is denied tenure.) Because non-reappointments are relatively rare, the Deans prefer this approach. The timing of the reappointment review is not made explicit in R&P (old or new text), but will be made explicit on the Provost's website.

#### **(6) PROPOSAL HISTORY**

- Larry Snyder (DPFA): proposed revision

#### **(7) PROPOSED IMPLEMENTATION DATE**

First read November 2025, second read December 2025, full faculty vote spring 2026, BoT May 2026.

**(8) IMPACTS ON OTHER PARTS OF R&P**

None.