



Amherst College  
Office of the Provost and Dean of the Faculty

Amherst College  
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July 17, 2023

Professor XXXX  
Department of XXXX

Dear XXXX,

The present contract appointment of XXXX comes to an end on XXXX. A recommendation on reappointment as a senior lecturer for a term of five years is needed from the department by XXXX. I remind you that only tenured members of the department participate in departmental reappointment deliberations.

Reappointment materials will be submitted to my office in an electronic format. My office will create (from the electronic files) the archival hard-copy binders that were submitted previously by departments. Google templates for electronic submission and related instructions will be provided.

The procedures that you will follow are listed below.

1. The department will submit the candidate's current curriculum vitae. The CV should present in two formats the courses that the candidate has taught at Amherst during his appointment. The first is a list of all courses taught at Amherst, organized by year, listed in chronological order. The second format is a list of the courses that indicates the semester in which each course was taught. A sample of the two formats will be provided.
2. The department will ask the candidate to submit a statement describing and assessing his work as a teacher and as a contributor to the administrative, supervisory, and collegial business of the department. This statement should accompany the department's recommendation to me.
3. As noted above, only the tenured members of the department will review the dossier of XXXX, vote on its recommendation, and prepare a letter of recommendation to me.
4. Each tenured member of the department is welcome to submit directly to me a confidential letter that assesses the candidate's qualifications. The substance of reservations expressed in these individual letters, which are entirely optional, must be reflected in the department's letter.
5. The department will provide the candidate with the text of the department's letter, which has been edited to protect confidentiality, no later than XXXX, and discuss that letter with the candidate.
6. The candidate is invited, though not required, to submit directly to me a letter commenting on or responding to the departmental recommendation no later than XXXX.

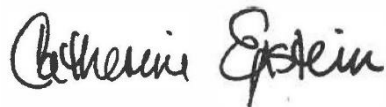
7. The department will ask the candidate for names of Amherst colleagues from other departments and Five-College colleagues who might be requested to write a letter in which they comment on the candidate's contributions to the department and college, and should solicit such letters from colleagues recommended by the candidate and/or the department. Tenure-track faculty, senior lecturers, and lecturers in the department should also be invited to submit letters, with the understanding that there is no pressure on them to do so. If such letters are solicited and received, they will accompany the department's recommendation to me.
8. The department will solicit, review, and submit semester-end evaluations from all students who took courses taught by the candidate, during the period beginning spring XXXX through fall XXXX, organized by semester in chronological order: first semester of teaching first; then up to fall semester prior to reappointment.
9. The department will solicit, review, and submit retrospective letters of evaluation from all students who took courses taught by the candidate during the period beginning spring XXXX through fall XXXX. Copies of those letters, the department's letter soliciting them, and class lists will accompany the department's recommendation to me.

I ask that you consider semester-end evaluations and retrospective letters, as well as classroom visits by tenured members of the department, as additional sources of information about teaching effectiveness.

The above are standardized procedures for the departmental evaluation of XXXX. I may ask to meet with the department after receiving its recommendation. The department's recommendation will be made to me, and I will consult with the associate provosts in my office to inform my own recommendation. I may consult with the president and I may discuss my decision about reappointment with the Tenure and Promotion Committee. After I have made my decision, formal notification will occur. Upon my approval and that of the president, a recommendation for reappointment will be presented to the board of trustees.

If you have questions about any of these procedures, please feel free to contact me or Janet. Thank you.

All best,



Catherine Epstein  
Provost and Dean of the Faculty  
Henry Steele Commager Professor of History

CE/pk

cc: Candidate  
ADC  
Janet Tobin