



# Amherst College

Office of the Provost and Dean of the Faculty

Amherst College  
PO Box 5000  
Amherst, MA 01002-5000

O: 413.542.2334  
F: 413.542.2621

July 18, 2023

Professor XXXX  
Department of XXXX

Dear XXXX,

The present contract appointment of XXXX comes to an end on June 30, 2024. A recommendation on reappointment and promotion to senior lecturer for a term of five years is needed from the department by Friday, February 2, 2024. 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 XXXX 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 XXXX 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 Friday, February 2, 2024, 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 Friday, February 16, 2024.
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. In this case of reappointment and promotion to senior lecturer, the department will submit semester-end evaluations from all students who took courses taught by the candidate during the entirety of XXXX Amherst career as a lecturer, organized by semester in chronological order: first semester of teaching first, through the fall semester immediately prior to this reappointment review. Thus, the current reappointment dossier will include both the evaluations that were submitted for the candidate's previous reappointment review, as well as those that have been solicited from students since that time for courses that the candidate has taught through the fall of 2023. For submission, the provost's office will provide the department with the evaluations that were included in the candidate's previous reappointment dossier. The department will not need to make any changes to these materials, but these evaluations, along with the more recent evaluations that will be submitted, must be considered by the tenured members of the department as part of this reappointment review.

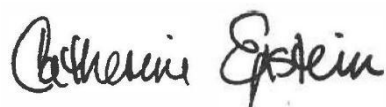
The department will also submit retrospective letters of evaluation, in chronological order, from all students who took courses taught by the candidate during the entirety of XXXX Amherst career. Copies of the retrospective letters, the department's letter soliciting them, and class lists that were submitted for the candidate's previous reappointment review will be included in this reappointment dossier as well. For submission, the provost's office will provide the department with these materials. There is no need to solicit new letters from this period, and again there will be no need for the department to make any changes to these documents. The department will also solicit and submit retrospective letters from students taught since the time of the candidate's last reappointment through fall 2023, and the related materials noted above. The tenured members of the department will review all retrospective letters.

I ask that, in addition to considering semester-end evaluations and retrospective letters, you also take in to account 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