Checklist for Tenure Candidates

☐   Discuss due dates for all tenure materials with your department chair. Departments need time to consider materials and prepare the tenure dossier. Make sure you adhere to department deadlines as well as to those shared by the provost's office.

☐   Provide your department(s) with a "provisional" curriculum vitae by noon on **Monday, March 27, 2023**.

☐   Provide your department(s) with a single ranked list of potential external reviewers.

☐   Provide your department with a letter that will be sent to the reviewers (optional). This letter is shared with the department and the Tenure and Promotion Committee if you choose to write it.

☐   Provide your department with a final CV, a master list of all scholarly and creative work that you want to include in your tenure dossier, along with copies of the scholarly and creative work itself. These materials will be provided to the reviewers and to the Tenure and Promotion Committee. Departments must provide all of these materials to the provost's office by **Friday, June 30, 2023**.

☐   Provide your department with a list of Amherst and Five-College colleagues to be solicited for letters on your behalf.

☐   Write the letter to the Tenure and Promotion Committee. Submit the letter to your department if you want tenured colleagues to consider it. If you do so, the department will include it in the tenure dossier. You have the option of submitting the letter directly to the Tenure and Promotion Committee. If you choose to do so, it is due to the provost's office by noon on **Monday, October 2, 2023.**

☐   By October 2, the department chair shares a redacted copy of the departmental recommendation with you. Both you and the chair sign a letter saying that you have received this document and have reviewed it.

☐   Before October 2, provide your department with any book contracts you may have.

☐   If you would like to respond to the departmental recommendation, you must send a letter directly to the provost's office by noon on **Monday, October 16, 2023.**