



Amherst College
Office of the Provost and Dean of the Faculty

Catherine Epstein
Provost and Dean of the Faculty
cepstein@amherst.edu
413.542.2334

Amherst College
PO Box 5000
Amherst, MA 01002-5000

February XXXX

Professor XXXX
Department of XXXX

Dear XXXX,

In October, your department will make a recommendation concerning your tenure at Amherst and forward your tenure dossier to the Tenure and Promotion Committee. This letter focuses on materials you will submit as part of this process. Please discuss the specifics of submission with your department chair and academic department coordinator (ADC). I list below the documents that you will submit and details about them. Due dates are provided in a succinct form in the checklist at the end of this letter. Note that the department chair will discuss with you deadlines that are internal to the department.

1. Candidate's CV

At times, it may be difficult for members of the Tenure and Promotion Committee as non-experts, to interpret a candidate's CV. The CV that you are asked to provide will therefore be as complete and informative as possible. Please note the following requirements as you prepare your CV.

- Present in two formats the courses that you have taught at Amherst during your tenure-track 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. Also include a list of senior theses you have supervised and special topics you have taught (both lists should be by course name).
- Include full citations for all scholarly and creative work. References to published work must cite inclusive page numbers.
- Include in the CV or as an addendum: notations about whether the work was peer-reviewed and/or invited; your contributions to, and role in, collaborative work; and the status of unpublished work (e.g., published in print or online, forthcoming, revised and resubmitted, or just submitted).
- Include information about the contributions you have made to the life of the college and the profession. Conference seminars and invited presentations should be included when appropriate.
- Number the pages of the CV.

Due Dates for the CV

Please provide your department with a provisional CV by **Monday, March 27, 2023**, and a final version (which the department will send to the reviewers in July). If there is a change in publication status, an updated CV can be submitted with your dossier in October, with updates noted in red;

otherwise the CV should not change. **Your chair will discuss with you the dates by which the department needs your CV in order to meet departmental deadlines in June and October.**

2. Ranked List of Potential External Reviewers (this is not part of the tenure dossier)

You will provide the chair with a list of potential reviewers (normally no more than eight for candidates in a single department and ten for those in two departments) in rank order. The department will ask about eight reviewers (ten, in the case of joint appointments) to write on your behalf. About half of them will be drawn from your list, and half will be from a list of reviewers identified by the department. The reviewers should be actively engaged in or near your field of research, though not all should be confined to your specialty. The Tenure and Promotion Committee finds it valuable to have at least one reviewer who is at a liberal arts college. Your dissertation and/or postdoctoral advisors may serve as reviewers. However, at least six of the reviewers who will ultimately be selected to evaluate your work will not have a close personal or professional relationship with you. If you have a close professional or personal relationship with a reviewer on your list, that relationship must be disclosed. After reviewing the letters from the reviewers in the early fall, the Tenure and Promotion Committee may ask that additional external reviews be solicited to give candidates' cases the fullest possible consideration and to address any concerns raised by any member(s) of the committee. If additional reviews are solicited in your case, the department will submit a departmental letter focusing on these reviews. You will receive a redacted copy of this letter and have the opportunity to respond, if you wish.

See additional information about the selection process for the reviewers in my letter to the chair.

3. Letter to the External Reviewers (optional)

You have the option of writing a letter to the reviewers in which you contextualize your research and outline your research plans. This letter may be different from the letter that you send to the Tenure and Promotion Committee (see below), as it is directed to experts in your field, as opposed to a committee of faculty members drawn from across the college. You could use basically the same language to address both audiences, if you don't need to get too technical. Just keep in mind the differing levels of their expertise. If you choose to write this letter, it will become part of your tenure dossier and will be shared with the department and the Tenure and Promotion Committee, as well as the reviewers. **It must be completed in time for the department to send to the reviewers with the other materials. The chair will discuss with you the deadline for the letter.**

4. Scholarship and/or Creative Work

The department, the Tenure and Promotion Committee, and the reviewers will receive the scholarly work that you have chosen to submit as part of your tenure dossier. I provide some information below about how to prepare these materials, but please also consult my letter to the chair. You will provide electronic copies of your work to the department, with the exception of published books and unpublished manuscripts (which we require in hard copy [the department will order the books and print manuscripts]). If electronic copies of your books and/or book manuscripts are available, we would like to have them. If your work includes creative or other non-print materials, please [contact Janet Tobin](mailto:jstobin@amherst.edu) at jstobin@amherst.edu about your desired mode of submission. The deadline for this submission is noon on **Friday, June 30, 2023**, so that the Tenure and Promotion Committee may read or view this work over the summer. **Typically, your department will need to have your scholarly and creative materials in hand several days prior to the June 30 deadline—please discuss with your chair the exact date the department will need these materials.** Additional scholarship or creative work may **not** be added to your dossier after June 30, and the materials submitted by this date will be sent to the reviewers and provided to the Tenure and Promotion Committee, the president, and the provost and dean of the faculty.

5. Master list of Scholarship

You will provide to the department a master list of the scholarship you are choosing to submit for inclusion in your tenure dossier. Number each item (individual piece of scholarship) that appears on the list to match the numbers you have assigned to the corresponding PDFs, each of which should have a shortened title of the piece of scholarship, as well as the number as part of its file name. Include titles of published books and unpublished book manuscripts on the master list. Please discuss the deadline for submission of the master list with the chair. If the publication status of work changes, you can note the changes in red on your CV in October. **Please discuss the deadline for submitting the updated CV with your chair.** If you have unpublished manuscripts that are accepted or under contract, provide the department with the acceptance letter or contract by the October deadline.

6. Candidate's Letter to the Tenure and Promotion Committee (required)

You are required to write a letter to the Tenure and Promotion Committee and may choose whether or not to share the document with the tenured members of the department. If the letter is shared, it must be provided to your chair to submit with the tenure dossier. **The chair will discuss with you the deadline by which the letter must be submitted to the department to ensure that there is enough time to consider it fully.** If you choose not to share the letter with the department, please submit it directly to my office (via email to [Pam Korenewsky at pjkorenewsky@amherst.edu](mailto:pjkorenewsky@amherst.edu)) by Monday, **October 2, 2023**.

- This letter provides the opportunity to offer information and perspectives that you alone can supply. The Tenure and Promotion Committee recommends that you describe your teaching and scholarly and/or creative contributions, growth to date (you may discuss work completed before arriving at Amherst and work completed while at Amherst.), and future plans. Scholarly or creative growth can include published work, publicly presented work, projects currently under way, and plans for upcoming projects. Please include your contributions to the general life of the college and to the profession. Again, since Tenure and Promotion Committee members are usually not experts in candidates' fields, please describe your scholarship and creative work in a clear and accessible manner. Candidates are encouraged to seek feedback on draft letters from mentors and former members of the Committee of Six (the Faculty Executive Committee in the future). The provost's office will organize a session during which former Committee of Six members will discuss the goals of the letter.
- In keeping [with the recommendation of the Ad Hoc Faculty Committee on Academic Structures During COVID-19](#), please describe if and how the pandemic had an impact on your research and teaching. A reminder about courses taught in the spring 2020 semester: for that semester, tenure-track faculty were given the option of having teaching evaluations solicited from the students whom they taught. If you chose to have evaluations solicited, you need to decide this spring whether you want to share the evaluations with the tenured departmental colleagues for inclusion in your tenure dossier. Please discuss this matter with your chair. Candidates will not be judged on whether or not they choose to include spring 2020 evaluations in their dossiers. If evaluations are included, the students whom you taught in spring 2020 will be asked to write a retrospective letter about their experience. If the student took a course with you during another semester, that student will be asked to write a retrospective letter about that course.

7. Redacted Copy of the Department's Letter of Recommendation and Discussion with the Chair

Before or on **October 2, 2023** (by noon) your department chair will provide you with a copy of the department's letter of recommendation that has been edited to protect confidentiality, and will

review that letter with you. You will be asked to confirm in writing that the chair has shown you the letter and reviewed it with you. **If you wish to respond to that assessment, you have the right to send a confidential response to the** Tenure and Promotion Committee **by noon on Monday, October 16, 2023.** If you choose to do so, send the response directly to the Office of the Provost and Dean of the Faculty.

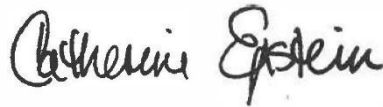
8. List of Amherst and Five-College Colleagues Who May be Invited to Write “Colleague Letters” (this list is not included in the dossier.)

Your department will invite you to provide a list of Amherst and Five-College colleagues to be solicited for letters on your behalf. See more details about “Colleague Letters” in my letter to the chair.

I attach a copy of my letter to the chair that describes the procedures that the department will follow, which are articulated fully in the [Faculty Handbook](#). Note the new requirements, approved by the faculty in May of 2022 and referenced in the letter to the chair, concerning honors and research students. Please review these and all other procedures carefully.

If you have questions at any time, please don’t hesitate to be in touch with me or a member of my office.

Sincerely,



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

cc: **DEPARTMENT CHAIR**
ADC
Janet Tobin

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**.