



**Amherst College**  
Office of the Provost and Dean of the Faculty

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Amherst College  
PO Box 5000  
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DATE

Professor NAME  
Department of NAME

Dear NAME,

In February, your department will make a recommendation concerning your reappointment at Amherst and forward your reappointment 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. Please note that your scholarly or creative work, which may be complete or in progress, will be reviewed by your department, but will not be included in the reappointment dossier that is reviewed by the Tenure and Promotion Committee. The department chair will discuss with you deadlines that are internal to the department. Your reappointment dossier will be due to my office **by noon on Friday, February 2, 2024**. 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.

**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.

Please discuss with your department chair the deadline by which the department will need your CV, including the addendum, if provided.

**2. Candidate's Letter(s) to the Department/Tenure and Promotion Committee**

You are asked to submit to your department, by December 1, 2023, a letter in which you address your teaching experience at the college, the present state of your scholarship or creative work, your aims and plans for the future, and your engagement in college life. Recognizing that Tenure and Promotion Committee members are usually not experts in candidates' fields, candidates for reappointment may choose to write a modified version of this letter for the Tenure and Promotion Committee, in which they describe their work and its significance in a less specialized idiom. If two letters are written, you must share both letters with the department, which will include both letters in the reappointment dossier that will be forwarded to the Tenure and Promotion Committee. 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.

Please discuss with your department chair the deadline by which the department will need your letter(s). The letter(s) will serve as the basis for a conversation between you and the tenured members of the department before the department meets to finalize the reappointment recommendation. This letter does not become part of your tenure dossier.

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

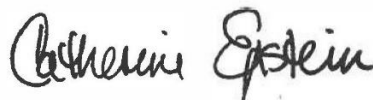
Before or on **February 2, 2024**, your department chair will provide you with a copy of the department's letter of recommendation that has been edited to protect confidentiality, and will review that letter with you. **If you wish to respond to that assessment, you have the right to send a confidential response to the Tenure and Promotion Committee by noon on February 16, 2024.** If you choose to do so, send the response directly to the Office of the Provost and Dean of the Faculty.

Following the reappointment decision, the president will send you a letter about reappointment, with a copy to your department chair, indicating the recommendation that the president intends to make to the board of trustees. Formal notification of reappointment will follow confirmation by the board of trustees.

I will invite you to meet with me soon after the reappointment process is completed to discuss the Tenure and Promotion Committee's reading of your case and to provide you with the committee's minutes. I will also discuss the committee's view with the department chair and provide the chair with the minutes.

If you have questions, 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

CE/pk

cc: Chair  
ADC