

Professor
Department of

Dear,

This spring, your department will make a recommendation concerning your reappointment at Amherst College. You will soon be copied on a letter to the chair of your department describing the procedures that the department will follow. Please review it carefully. Reappointment guidelines can be found in the *Faculty Handbook*, which is [online](#). Colleagues from my office will meet with candidates for reappointment this fall via Zoom. Please note that we require electronic copies in optical character recognition format (OCR) of all of the materials specified below. Please discuss the specifics of electronic submission with your department chair and/or academic department coordinator.

You need to supply your department with your current curriculum vitae (CV) and copies of your scholarly or creative work, which may be complete or in progress. Your CV should be as comprehensive and informative as possible. It must present the courses that you have taught at Amherst during your tenure-track appointment in two formats. The first is a list of all courses taught at Amherst by year and in chronological order. The second is a list of the courses that indicates the semester in which each was taught. It must also include a list of senior theses and special topics you have supervised. Pages of the CV must be numbered. The following information must be included within the CV or as an addendum: notations about whether the work was peer-reviewed or invited; your contributions to, and role in, collaborative work; and the status of unpublished work (e.g., published in print or online, forthcoming, revised and resubmitted, or just submitted). It would be helpful to the committee if you explain succinctly terms that might vary by field, including how your discipline conceptualizes terms such as “in preparation” or “forthcoming.” For example, does “forthcoming” mean that work is under contract, though it might not be complete? Or does this term mean work is actually complete and in press? Conference seminars and invited presentations should be included when appropriate. Provide full citations for all scholarly and creative work that you wish to be considered. References to published work must include page numbers. You should also include information about contributions you have made to the life of the college. Please discuss with your department chair the deadline by which the department will need these materials.

Your scholarly or creative work will be reviewed by your department, but will not be included in the reappointment dossier that is reviewed by the Committee of Six. In addition, you must submit to your department, by December 1, 2020, 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 Committee of Six members are usually not experts in candidates' fields, candidates for reappointment may choose to write a modified version of this letter for the Committee of Six, in which they describe their work and its significance in a less specialized idiom. If two letters are written, the candidate must share both letters with the department. 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 these letters. Both letters are also included in the reappointment dossier and forwarded to the Committee of Six. 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.

A reminder about courses taught in the spring 2020 semester. For that semester, tenure-track faculty have been given the option of having teaching evaluations solicited from the students whom they taught. If candidates chose to have evaluations solicited, they need to decide in the early fall whether they want to share the evaluations with their tenured departmental colleagues, and whether they want these evaluations included in their reappointment dossiers. Please discuss this matter with your chair. If the evaluations are included in the reappointment dossier, they will also be reviewed at the time of tenure, along with all other pre-reappointment evaluations. Candidates for reappointment and tenure will not be judged on whether or not they choose to include spring 2020 evaluations in their dossiers. If evaluations are included in the dossier, students whom the candidate taught in spring 2020 will be asked to write a retrospective letter about their experience at the time of reappointment. If the student took a course with the faculty member during another semester, that student will be asked to write a retrospective letter about that course.

By February 5, 2021, your department chair will inform you of the department's assessment of your reappointment case. The chair will provide you with the text of the department's letter, which has been edited to protect confidentiality, and will discuss that letter with you. If you wish to comment on the departmental recommendation, you may send a letter, in confidence, to the Committee of Six, by February 19, 2021. If you choose to write this letter, please send it directly to my office. 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 Committee of Six'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.

Sincerely,

Catherine Epstein
Provost and Dean of the Faculty
Winkley Professor of History

cc: Department Chair
ADC