March 2015

Professor (name of candidate)
Department

Dear (name of candidate),

Early next fall, your department will make a recommendation concerning your tenure at Amherst. I enclose a copy of a letter to the chair of your department describing the procedures that the department should follow, which are online at https://www.amherst.edu/academiclife/dean_faculty/fph/fachandbook/facstatus/fulltimetenure.

Please review these procedures carefully. Please note that we require electronic copies (in OCR format) of all of the materials (with the exception of published books, which must be submitted in hard copy), specified below. Please discuss the specifics of electronic submission with your department chair and academic department coordinator.

You will submit a letter on your own behalf to the Committee of Six by October 1, 2015, to provide the committee with information or perspectives that you alone may be in a position to supply. The Committee of Six recommends that you describe your teaching and scholarly growth to date and plans for teaching and scholarship. Scholarly or creative growth should take into account any or all of the following: published work, publicly presented work, projects currently under way, plans for future projects. This letter also provides an opportunity to describe your other contributions to the general life of the college. Since Committee of Six members are usually not experts in the candidates’ fields, some candidates in the past have written to discuss their scholarship and its significance in a less specialized idiom than was used in their publications. Letters from candidates have often been very helpful to the committee. You may choose to share your letter with your department(s) or not. If you do wish to share it with your department(s), please supply your chair(s) with a copy to submit with your tenure dossier. Please discuss with your chair(s) the deadline by which the letter should be submitted to him/her to ensure that the department has sufficient time to consider it fully. If you prefer not to share this letter with your department(s), please submit it directly to the Office of the Dean of the Faculty.

You also need to supply your department with a current curriculum vitae. At times, it may be difficult for Committee of Six members, as non-experts, to interpret a candidate’s CV. The document should therefore be as complete and informative as possible. It must include a list of all courses taught at Amherst College by year and in chronological order. It must also include a list of senior theses and special topics supervised. In addition, full citations must be made for all scholarly and creative work that you wish to be considered. The following information is also requested; it may be included in the CV or as an addendum. Notations about whether work was peer-reviewed or invited should be indicated, as should your contributions to, and role in, collaborative work. Conference presentations and invited seminars should be included when appropriate. You should explain the status of unpublished work that is included on your CV.
(e.g., forthcoming, in revision prior to resubmission, or published online and scheduled for print publication, etc.).

You must also provide your department with a single ranked list of potential outside reviewers (normally no more than eight), and copies of your scholarly or creative work (which may be complete or in progress). If you have unpublished manuscripts that are accepted or under contract, please provide the department with the acceptance letter or contract. I have sent a letter to the chair of your department that, among other subjects, explains how to prepare these materials. Please work with your chair as you do so. Note that your department has been asked to provide an electronic copy of your scholarly or creative work, with the exception of books (which we ask for in hard copy), to the Office of the Dean of the Faculty by June 30, so that the Committee of Six may read this work over the summer. Additional scholarship may not be added to your dossier after this date, and these will be the materials that are sent to the outside reviewers. You may wish to provide a brief cover letter to the reviewers that contextualizes your research and outlines your research plans. If you choose to write this letter (it is optional), it will become part of your dossier and will be shared with the department and the Committee of Six. Please discuss with your department chair the deadline by which materials will be due to the department.

By October 1, 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 discuss that letter with you. If you wish to respond to that assessment, you have the right to send a confidential response to the Committee of Six by October 15. If you choose to do so, please send the response directly to the Office of the Dean of the Faculty. If you have questions at any time, please don’t hesitate to write or call.

Sincerely,

Catherine Epstein
Dean of the Faculty

cc: Chair
    ADC

Enclosure