May, 2017

Professor XXXX
Department of XXXX

Dear XXXX,

During the academic year 2017–2018, you will be eligible for consideration for promotion to the rank of full professor. Although our procedures are not legislated or rigidly established, promotion from associate to full professor usually occurs after six to eight years of service at the rank of associate professor. The procedures for promotion, which I will describe below, are available online.

Promotion may originate with the department or with the candidate. If either the candidate or the department decides to bring the candidate's case forward, a promotion committee will be constituted. This committee will consist of all tenured full professors in the candidate's department and, at the request of the candidate, may include up to two other tenured full professors from the Amherst faculty, chosen by the candidate in consultation with the dean of the faculty. The chair of the promotion committee, who, like the other members of the committee must be a full professor, is selected by the dean and is normally the senior member of the department.

I write now to inform you that, if you wish to bring your case forward, you should let my office know by letter by October 2, 2017. If the case will be brought forward, either by you or the department, I will ask you to please inform me if you wish to have up to two tenured full professors from outside your department serve on your promotion committee. If you do, please send to my office by October 2 the names of three or four colleagues who might serve on the committee, and set up an appointment to discuss this decision with me as soon as possible thereafter. By November 1, 2017, I will appoint the promotion committee and name the chair.

You have the option to submit, by November 30, 2017, a letter on your behalf to the Committee of Six. If you choose to write a letter, you may want to provide the committee with information or perspectives that you alone may be in a position to supply. You may, for example, want to describe your teaching and scholarly growth since the time of tenure and/or future plans for teaching and scholarship and your contributions to the life of the college. Scholarly or creative growth could take into account any or all of the following: published work, publicly presented work, projects currently under way, plans for future projects. Since Committee of Six members are usually not experts in the candidates' fields, you may want to discuss your scholarship and its significance in a less specialized idiom than you typically use. These types of letters are often helpful, but I want to assure you that you are not required to write a letter. If you choose to submit a letter, please send the letter, which should be signed, to Pamela Korenewsky electronically and provide three hard copies to her.

Please discuss with the chair of your promotion committee the deadline by which you must

provide him or her with a current copy of your CV. At times, it may be difficult for the Committee of Six, as non-experts, to interpret a candidate's CV. The document should therefore be as complete and informative as possible. The following information is requested and 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 the CV (e.g., forthcoming, in revision prior to resubmission, or published online and scheduled for print publication, etc.). Please provide full citations for all scholarly and creative work. References to published work must include page numbers. For forthcoming work, please include a word count. You may also include information about other contributions you have made to the life of the college.

I want to remind you that the faculty has voted that promotion is not automatic. The Committee of Six will review each recommendation on its merits. The promotion committee will consider whether a candidate's achievements and qualifications have progressed beyond those noted at the time of the tenure decision (or beyond first hire as a tenured associate professor). The bases for promotion to professor are essentially the same as those used for the tenure decision: teaching effectiveness, sustained scholarly growth, and contribution to the general life of the college community.

If you have questions about these procedures, please let me or Janet know. I have copied you on the email to the chair of your department, which describes the procedures that the department should follow.

All best,

Catherine

Catherine Epstein
Dean of the Faculty
Winkley Professor of History

cc: Department Chair or Senior Member of the Department
ADC
Janet Tobin
Pamela Korenewsky