



Amherst College
Office of the Provost and Dean of the Faculty

Catherine Epstein
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Amherst College
PO Box 5000
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August 1, 2022

Professor XXX
Department of XXX

Dear XXX,

Early in the second semester of the academic year 2022–2023, the Tenure and Promotion Committee will consider recommendations for promotion to the rank of full professor. According to our records, XXX is eligible for consideration for promotion. 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 you wish to bring the case forward, you should let my office know by email by noon on Friday, September 30, 2022. 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 provost and dean of the faculty. I select the chair of the promotion committee, who, like the other members of the committee, must be a full professor, and is normally the most senior member of the department.

By Tuesday, November 1, 2022, I will appoint the promotion committee and name the chair. Once the committee is constituted, the chair will arrange for the committee to meet in a timely fashion.

The faculty has voted that promotion is not automatic. The Tenure and Promotion Committee will review each recommendation on its merits. A promotion committee's recommendation for promotion should affirm that the individual'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 and/or creative growth, and contribution to the general life of the college community and profession. Promotion consideration is an occasion for a genuine review, in which all members of the promotion committee are expected to participate. The promotion committee's letter should give assurance that all members of the promotion committee have participated in the review process. If there are significant doubts about the candidate's progress in rank, the promotion committee should discuss them candidly with the individual.

After the committee has decided on its recommendation, a letter from the chair of the committee, which discusses the candidate's scholarly or artistic growth and achievement, teaching performance, and college and professional service, is signed by all members of the promotion committee. The letter should

describe the evidence that leads the promotion committee to affirm the individual's continued effectiveness and growth, both as a teacher and as a scholar. In the case of teaching, if the individual generated new courses or helped strengthen the department's curriculum, this should be addressed in the evaluation.

My office will create (from the electronic files) the archival hard-copy binders that were submitted previously by departments. Please send electronic copies of the following materials by noon on December 9, 2022, to Pam Korenewsky at pjkorenewsky@amherst.edu.

- One signed original of the promotion committee's recommendation letter
- The candidate's up-to-date curriculum vitae

Candidates have the option to submit a letter on their own behalf to me by November 30, 2022. The Tenure and Promotion Committee strongly encourages candidates to write this letter. Candidates may also choose to provide the letter to the promotion committee to offer additional information to you as you consider this case.

If you have questions about these procedures, please let me or Janet know before submitting your recommendation.

All best,

A handwritten signature in black ink that reads "Catherine Epstein". The signature is written in a cursive style with a large initial 'C'.

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

CE/pk

cc: XXX
XXX
Janet Tobin