



Amherst College
Office of the Provost and Dean of the Faculty

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Amherst College
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August 1, 2022

Professor XXX
Department of XXX

Dear XXX,

During the academic year 2022–2023, you will be eligible for consideration for promotion to the rank of full 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 is 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. The chair of the promotion committee, who, like the other members of the committee must be a full professor, is selected by the provost 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 confirm your intentions by letter by noon on Friday, September 30, 2022. If the case will be brought forward, either by you or the department, please inform me if you wish to propose up to two tenured full professors from outside your department to serve on your promotion committee. If you do, by noon on September 30, 2022, please email to me the names of three or four colleagues who might serve on the committee. By November 1, 2022, I will appoint the promotion committee and name the chair.

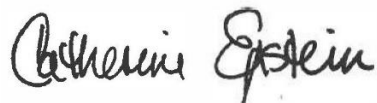
You have the option to submit, by November 30, 2022, a letter on your behalf to the Tenure and Promotion Committee. In your letter, you may provide the committee with information or perspectives that you alone are in a position to supply. You may, for example, describe your teaching and scholarly and creative growth since the time of tenure and/or future plans for teaching and scholarship and creative work 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 Tenure and Promotion Committee members are usually not experts in the candidates' fields, you may want to discuss your scholarship and creative work and its significance in a less specialized idiom than you typically use. Letters from candidates are very helpful to the Tenure and Promotion Committee, and the committee strongly encourages you to write a letter. If you choose to submit a letter, please send an electronic copy of the signed letter to Pamela Korenewsky at pjkorenewsky@amherst.edu. Some candidates choose to share their letters with their promotion committees, which have found these letters to be informative and useful.

Please discuss with the chair of your promotion committee the deadline by which you must provide the chair with a current copy of your CV. At times, it may be difficult for the Tenure and Promotion Committee, as non-experts, to interpret a candidate's CV. The document should therefore be as complete and informative as possible. The following information should be included on the CV or as an addendum: notations about whether work was peer-reviewed or invited; your contributions to, and role in, collaborative work; and conference presentations and invited seminars, when appropriate. You should explain the status of unpublished/in-progress work that is included on the CV (e.g., forthcoming and/or soon-to-be performed, 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 inclusive page numbers. For forthcoming work, please include a word count. You should also include information about other contributions you have made to the life of the college and to the profession.

I want to remind you that the faculty has voted that promotion is not automatic. 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 Tenure and Promotion Committee will review each recommendation on its merits. 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,

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

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

CE/pk

cc: XXX
XXX
Janet Tobin