

May 2015

Professor NAME
Department of NAME

Dear NAME,

Next spring, your department will make a recommendation concerning your reappointment at Amherst. I enclose a copy of 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 are [online](#). Please note that we require electronic copies (in OCR format) 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 and copies of your scholarly or creative work, which may be complete or in progress. Your curriculum vitae must include a list of all courses taught at Amherst College by year and in chronological order. It must also include a list of special topics courses and senior honors theses supervised. 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. In addition, full citations must be made for all scholarly and creative work that the candidate wishes to be considered. References to published work must include page numbers. For forthcoming work, please include a word count. If there are charts or graphs, please make a notation about them. The following information is also 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conference presentations and invited seminars should be included when appropriate; you should explain the status of unpublished work that is included on the CV (e.g., forthcoming, in revision prior to resubmission, or published online and scheduled for print publication, etc.). You may also include information about other contributions you have made to the life of the college. Please discuss with your department chair the deadline by which these materials will be due to the department.

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, 2015, 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. This letter to the department, or a modified version of it that addresses non-specialist readers, becomes part of the reappointment dossier. It also 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. Ordinarily, in the case of joint appointments, a single letter will suffice, but you may submit two separate letters if you choose. Your letter(s) will not become part of the tenure dossier.

By February 12, 2016, 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 written commentary, in confidence, to the Committee of Six, by February 26, 2016. If you choose to write a letter, please send it to the Office of the Dean of the Faculty. Following the reappointment decision, a letter about reappointment will be sent by the president to you, 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.

The dean will invite each candidate who is reappointed to meet with her soon after the reappointment process is completed to discuss the Committee of Six's reading of the candidate's case. The dean will also discuss the Committee's view with the department chair.

Sincerely,

Catherine Epstein
Dean of the Faculty
Professor of History

Enclosure

cc: Chair
ADC