DATE, 2019

Professor XXXX
Department of XXXX

Dear XXXX,

Early next fall, your department will make a recommendation concerning your tenure at Amherst. I attach a copy of a letter to the chair of your department describing the procedures that the department should follow, as articulated fully in the Faculty Handbook.

You should review these procedures carefully. Please note that we require electronic copies (in Optical Character Recognition [OCR] format) of all of your materials, in addition to hard copies (with the exception of published books and unpublished book manuscripts, which are only required in hard copy, though electronic versions are helpful and welcome if available). You should discuss the specifics of submission with your department chair and academic department coordinator. If your work includes creative or other non-print materials, speak with your department chair or with me about your desired mode of submission.

Your letter on your own behalf, providing information or perspective that you alone can supply, must be submitted to the Committee of Six by October 1, 2019. You may choose whether or not to share your letter with the tenured members of your department. If you wish to share it, supply your chair with a copy to submit with your tenure dossier. Discuss with your chair the deadline by which the letter should be submitted to the chair to ensure that the department has sufficient time to consider it fully. If you prefer not to share this letter with your department, submit it directly to the Office of the Dean of the Faculty. The Committee of Six recommends that you describe your teaching and scholarly/creative growth to date, and future plans. Scholarly or creative growth can include published work, publicly presented work, projects currently under way, and 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 candidates’ fields, please describe your scholarship and creative work in a clear and accessible manner.

You must supply your department with a current curriculum vitae by June 25, 2019. The document should be as complete and informative as possible. It must include a list of all the courses you have taught at Amherst College by year and in chronological order. It must also include a list of senior theses and special topics you have supervised. Pages of the CV must be numbered. The following is required information that may be included within the CV or as an addendum: notations about whether the work was peer-reviewed or invited should be indicated, as should your contributions to, and role in, collaborative work and the status of unpublished work (e.g., published in print or online, forthcoming, revised and resubmitted, or just submitted). It would be helpful to the committee if you explain succinctly how your discipline conceptualizes “forthcoming” (e.g., does this mean that work is under contract, though it might not be complete? Or does this term mean work is actually complete and in press?) and any other terms that might vary by field. Conference seminars and invited presentations should be included when appropriate. Provide full citations for all scholarly and creative work that you wish to be considered. References to published work must include page numbers. You should also include information about other contributions you have made to the life of the college. If there is a change in publication status you may submit an updated CV, with any updates noted, by October 1 (to be included in the dossier).

You must also provide your department with a single ranked list of potential external reviewers (normally no more than eight) and copies of your scholarly or creative work (which may be complete or
in progress). Please discuss deadlines for submitting this work with your chair. If you have unpublished manuscripts that are accepted or under contract, please provide the department with the acceptance letter or contract. The letter I have sent to the chair of your department explains, among other subjects, how to prepare these materials. Note, as discussed above, that your department has been asked to provide to my office both electronic and hard copies of your scholarly work, with the exception of published books and unpublished manuscripts (which we require only in hard copy), as well as any creative and non-print materials. The deadline for this submission is June 25, so that the Committee of Six may read or view this work over the summer. Typically, your department will need to have your scholarly and creative materials in hand a few days prior to the June 25 deadline—please discuss with your department chair the exact date the department will need these materials. If electronic copies of your book and/or book manuscript are available, we would like to have them.

Additional scholarship or creative work may **not** be added to your dossier after June 25, and the materials submitted by this date will be sent to the external 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.

Before or on October 1, 2019, 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. You will be asked to confirm that you have been given the letter and that the discussion has taken place. 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, 2019. If you choose to do so, send the response directly to the Office of the Dean of the Faculty. If you have questions at any time, don’t hesitate to write or call.

Sincerely,

Catherine Epstein  
Dean of the Faculty  
Winkley Professor of History

cc: Department Chair  
ADC

CE/pk

Attachment