

	December	March/April	April/May	May/June	June	July/August	September	October
Candidate		<p>Candidate provides provisional CV to department by Monday, March 27, 2023.</p> <p>Candidate provides single ranked list of potential external reviewers to department.</p>	<p>Candidate provides department with list of Amherst and Five-College colleagues.</p> <p>Candidate writes optional cover letter for reviewers and submits to department.</p>	<p>Candidate provides material to department for June 30 submission: scholarship, letter to reviewers (optional), final CV</p> <p>These are the materials that go to the reviewers and later to the Tenure and Promotion Committee.</p>	<p>Candidate provides final version of CV to department to be sent to reviewers</p> <p>Candidate's optional letter to the Tenure and Promotion Committee (TPC) to department—Candidate should discuss deadline with the department, if candidate wants to submit the letter to the department as part of the dossier. Otherwise, if a letter is submitted directly to the TPC, it is due to the provost's office by Monday, October 2, 2023.</p>		<p>Candidate has option of submitting letter to the Tenure and Promotion Committee to department.</p> <p>Candidate may submit an updated CV. It must be submitted to the department in time for inclusion in the tenure dossier.</p>	<p>Candidate submits letter on own behalf (letter to the TPC) to the provost's office by October 2 if not shared with department</p> <p>Candidate may respond to department recommendation by noon on Monday, October 16, 2023.</p> <p>This letter goes directly to the provost's office.</p>
Department		<p>Department develops a list of potential external reviewers.</p> <p>Department compiles combined ranked list of external reviewers.</p>	<p>Department solicits external reviewers.</p>		<p>Department's characterization of journals and presses submitted to provost's office if desired—this is not sent to external reviewers.</p> <p>If this is not done in summer it is due by October 2.</p>	<p>Department begins work on characterization of external reviewers—make sure to disclose any relationships that may exist between reviewers and candidates and reviewers and department members. Describe process of selection.</p>	<p>Department deliberates and drafts its letter of recommendation.</p>	<p>Confidential, signed letters from tenured members of department, sent to provost's office by October 2, 2023.</p> <p>Confidential signed letters from tenure-track department members due by October 2, 2023.</p> <p>Chair provides candidate with a copy of the department's letter, edited to protect confidentiality, and reviews letter with candidate Dossiers due to provost's office by noon on October 2, 2023.</p>
ADC	<p>For students who drop a thesis mid-year, ADC solicits annual letters from honors students after grades are submitted.</p> <p>A reminder can be sent in January.</p>			<p>ADC solicits retrospective letters from students who took courses, after grades are submitted.</p> <p>ADC sends request letters to tenure-track colleagues and Amherst and Five-College colleagues.</p> <p>ADC solicits retrospective letters from honors and research students.</p> <p>ADC solicits annual letters from honors students after grades are submitted.</p> <p>ADC solicits annual letters from research students who were supervised for 240 hours during the academic year (fall, interterm, spring).</p>	<p>ADC sends reminder for retrospective letters.</p> <p>ADC prepares reviewer materials for provost's office by June 30.</p> <p>Provost's office reviews materials; informs department by July 6, 2023, that materials can be sent to reviewers.</p>	<p>ADC sends reminder for retrospective letters.</p> <p>ADC organizes materials for departmental review.</p> <p>ADC solicits annual letters from research students who were supervised over the summer.</p>	<p>ADC organizes dossiers.</p>	<p>Department submits complete dossier electronically</p>