|  | December | March/April | April/May | May/June | June | July/August | September | October |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate** |  | **Candidate provides provisional CV to department by**  **Monday, March 25, 2024.**  **Candidate provides single ranked list of potential external reviewers to department.** | **Candidate provides department with list of Amherst and**  **Five-College colleagues.**  **Candidate provides department with a list of research students who were supervised for at least 240 hours during the academic year (fall, interterm, spring) so the department can solicit annual letters in June.**  **Candidate writes optional cover letter for reviewers and submits to department.** | **Candidate provides material to department for June 28 submission: scholarship, letter to reviewers (optional),**  **final CV**  **These are the materials that go to the reviewers and later to the Tenure and Promotion Committee.** | **Candidate provides final version of CV to department to be sent to reviewers**  **Candidate’s optional letter to the 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 noon, on Tuesday, October 1, 2024.** |  | **Candidate has option of submitting letter to the Tenure and Promotion Committee to department.**  **Candidate may submit an updated CV. It must be submitted to the department in time for inclusion in the tenure dossier.** | **Candidate submits letter to the TPC to the provost’s office by October 1, at noon, if not shared with department**  **Candidate may respond to department recommendation by noon on**  **Tuesday, October 15, 2024.**  **This letter goes directly to the provost's office.** |
| **Department** |  | **Department develops a list of potential external reviewers.**  **Department compiles combined ranked list of external reviewers.** | **Department solicits external reviewers.** |  | **Department’s characterization of journals and presses submitted to provost’s office if desired—this is not sent to external reviewers.**  **If this is not done in summer it is due by noon on October 1.** | **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 selection process.** | **Department deliberates**  **and drafts its letter of recommendation.** | **Confidential, signed letters from tenured members of department sent to provost’s office by October 1, 2024, at noon.**  **Confidential signed letters from tenure-track department members due by October 1, 2024, at noon.**  **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 1, 2024.** |
| **ADC** | **For students who drop a thesis mid-year,**  **ADC solicits annual letters from honors students after grades are submitted.**  **A reminder can be sent in January.** |  |  | **ADC solicits retrospective letters from students who took courses, after grades are submitted.**  **ADC sends request letters to tenure-track colleagues and Amherst and Five-College colleagues.**  **ADC solicits annual letters from honors students after grades are submitted.**  **ADC solicits retrospective letters from honors students after grades are submitted.** | **ADC sends reminder for retrospective letters.**  **ADC prepares reviewer materials for provost’s office by June 28.**  **Provost’s office reviews**  **materials; informs department by July 3, 2024, that materials can be sent to reviewers.**  **ADC solicits annual letters for research students who were supervised for at least 240 hours during fall, interterm, and spring. The list of the students is provided to the department by the candidate earlier.**  **ADC solicits retrospective letters from research students for fall, interterm, and spring for this year and for fall, interterm, and summer for prior years** | **ADC sends reminder for retrospective letters.**  **ADC organizes materials for departmental review.** | **ADC organizes dossiers.** | **Department submits complete dossier electronically** |