DEPARTMENTAL CHECKLIST

Faculty Committee on Appointments and Advancements (C/3):
New Appointment and Promotion

- F-1 New Appointment Form; F-2 Promotion Form (signed and scanned as an IMAGE)
  Include salary recommendation and vote information

- Candidate CV and Bibliography (submit as one document, no copies of published works)

- Candidate’s Personal/ Research/ Teaching Statement (optional- promotions only)

- Chair’s Report (from both chairs if joint appointment)
  Scholarly evaluation (standing in field, fields of specialization); teaching evaluation (undergraduate and graduate); statement of how candidate will fit into department with respect to scholarship and teaching, and whether appointment makes a new direction for the department, or complements or strengthens what is presently done in the department; analysis of salary recommendation.

- Committee Report (if applicable)

- Department List of Referees (one list including all referees contacted whether or not they responded or declined to write. Include brief information about each referee and complete contact information: institution, department, street address, email address, telephone number.)

- Sample Department Letter to Referee

- Department External Referee Letters
  (Submit individually as “Department Referee Letter- XXX” with XXX being referee last name)

- List of External Referees for C/3 Use – At least 14 external referees
  For Promotions – one list including department and candidate suggestions and complete contact information: institution, department, street address, email address, telephone number (use * with candidate suggestions, ** with candidate/department suggestions)
  For New Appointments – one list including brief information about each referee and complete contact information: institution, department, street address, email address, telephone number

- Letters from non-departmental Princeton Faculty members

- Reviews of Candidate’s Works (submit as one document, if any)

- Student Letters (submit as one document, if any) (teaching evaluations supplied by DOF)

- For New Senior Appointments: Teaching Evaluations

- Search Report Form (signed and scanned as an IMAGE), search report summary and DOF approved Copy of Authorization for Faculty Search

- Send to DOF Office 3 USB flash/thumb drives with CV, personal/research/teaching statement, publications (including forthcoming manuscript, if appropriate) and one hard copy of book(s).