Departmental Checklist - Faculty Committee on Appointments and Advancements (C/3) Assistant Professor Reappointment

**Required Items for DropBox Submission**

- **F2 Faculty Reappointment/Promotion Form**
  - Signed and scanned as an IMAGE
  - Include vote information (both units where jointly appointed), effective date, proposed rank, and chair(s) signature(s).

- **Candidate CV and Bibliography**
  - Submit as one document.
  - Do not include copies of published works.

- **Candidate’s Research and Teaching statement if available (mandatory beginning AY24).**

- **Chair’s Report**
  - Include a report from both chairs, if this is a joint appointment.
  - The report should include scholarly evaluation (standing in field, fields of specialization); evaluation of teaching (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.

**Optional Items for DropBox Submission**

- **Candidate’s Personal/Service Statement**
- **Preceptor Nomination**
  - If Assistant Professor is to be nominated for a preceptorship, please fill out form on the DOF website: [https://dof.princeton.edu/nomination-preceptorship](https://dof.princeton.edu/nomination-preceptorship).
  - Comment about this nomination to be included in the Chair’s Report. A separate nomination memorandum is optional.

- **Letters from departmental and non-departmental Princeton Faculty members**

- **Reviews of Candidate’s Work**
  - Submit as one document if Assistant Professor is to be nominated for a preceptorship.

- **Student Letters**

Revised 2022-12-02