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 salary recommendation, vote information, effective date, proposed rank, and chair signature
- Candidate CV and Bibliography
  - Submit as one document
  - Do not include copies of published works
- 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); 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.

**Optional Items for DropBox Submission**

- Candidate’s Personal/Research/Teaching Statement
- Preceptor Notification
  - If Assistant Professor is to be nominated for a preceptorship, include notice of this nomination in the Chair’s Report.
- Letters from departmental and non-departmental Princeton Faculty members
- Reviews of Candidate’s Work
  - Submit as one document
- Student Letters
  - Submit as one document