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, 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.

- **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**
  - Submit as one document