Departmental Checklist - Faculty Committee on Appointments and Advancements (C/3) New Appointment

**Required Items to Attach to the New Appointment E-Form**

- Candidate CV and Bibliography
  - Submit as one document.
- 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. It should also comment on the department vote.
- Committee Report
- Department List of Referees
  - Use the Department List of Referees Template.
- Sample Department Letter to Referee
- Department Referee Letters
  - Submit individually as “Department Referee Letter – XXX,” with XXX being referee Last Name.
- Search Report Form
- Search Report Summary
- Authorization for Faculty Search
- External Teaching Evaluations
- *note the DOF List of Referees is now included within the eform itself.

**Optional Items to Attach to the New Appointment E-Form**

- Letters from departmental and non-departmental Princeton Faculty members
- Reviews of Candidate’s Work
  - Submit as one document
- Student Letters
  - Submit as one document

**Candidate’s Publications (required)**

- Electronic copies of publications may be emailed to Emily Falciani.
  - Most recent and notable works.
  - Forthcoming manuscript(s), if available.
  - Large files may be sent using secure send.
  - Please include an index if there are 10 or more publications.
- Hard copies of publications upon request.
  - Hard copies are likely to be requested for candidates in the humanities, candidates with voluminous manuscripts, and dossiers with 10+ publications or multiple books.

**Background Check (attach to the new appointment e-form)**

- Search Admin visits HireRight website (https://www.hireright.com/login.html) to trigger background checks
- HireRight auto generated “Meets Company Standards” email
- HireRight auto generated “Princeton University Education Report” excel spreadsheet
- Email from HR’s Erika Casey confirming highest degree earned, in the event HireRight cannot verify degree