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

**Required Items for Dropbox Submission**

- **F2 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.
- **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
- **DOF List of Referees**
  - Use the [DOF List of Referees Template](#); edit in Word, and submit as a PDF.
  - For “Field of Expertise,” please provide enough information to help us identify those best able to speak to the candidate’s specific field of study.
  - Minimum 14 referee suggestions

**Optional Items for Dropbox Submission**

- **Candidate’s Personal/Research/Teaching Statement**
- **Letters from departmental and non-departmental Princeton Faculty members**
- **Reviews of Candidate’s Work**
  - Submit as one document
- **Student Letters**
  - Submit as one document

**Required Physical Items**

- **3 USB Flash/Thumb Drives**, each containing:
  - Candidate CV and Bibliography
  - Candidate’s Personal/Teaching/Research Statement (optional)
  - Publications
  - Forthcoming manuscripts, if relevant
- **3 hard copies of published books**