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 constitutes 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.
- **Electronic copies of publications and forthcoming manuscripts**

**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.