DEPARTMENTAL CHECKLIST

Visiting Professor for Distinguished Teaching (VPDT)

☐ Curriculum Vitae

☐ Offer Letter

☐ Acceptance Letter

☐ Search Committee Report (if any)

☐ Correspondence (if any)

☐ Letters of Reference (if any)

☐ Teaching Evaluations

☐ Signed Acknowledgement of Risk and Release Agreement for Visiting Personnel NOT Using Princeton University Research Facilities

☐ Visa paperwork if candidate has a US Citizenship Status of “International.” Paperwork includes a filled out and signed Visa Information Form, a copy of the passport biodata page, and any other documents that the Visa Information Form requires.

☐ Department Chair’s Memo