Departmental Checklist for C/9 Promotions to University Lecturer or Professor of the Practice - Required Items for DOF DropBox Submission

☐ F2 Reappointment/Promotion Form
  o Signed and scanned as an IMAGE.
  o Must include salary recommendation, department vote information, anticipated effective date, proposed rank, and chair signature.
  o Appointment end date may be (a) end of current term, or (b) new term up to 5 years. If seeking a new term that is greater than the current term’s end date, but less than 5 years, please contact our office to discuss before submission.

☐ Candidate CV and Bibliography
  o Submit as one document.
  o Do not include publications or reviews.

☐ Chair’s Report – Submit as one document
  The chair’s report should include:
  o Statement on how candidate has and will continue to impact instructional program or curriculum;
  o Scholarly evaluation (standing in field and/or pedagogy);
  o Review of departmental discussion and vote;
  o Justification of salary recommendation.

☐ Department Committee Report (if available)

☐ External Referee Letters
  o List of External Referees - Use the Department List of Referees Template.
    o Include names of declined referees as well as accepted referees.
    o Only one of three referees may be chosen by candidate.
  o Sample Department Letter to External Referee.
  o External Referee Letters (including Declines).
    o Minimum of 3 external referee letters; maximum of 6.
    o Submit as one document.

☐ Course Evaluations. Submit “Cumulative Teaching Summary Report,” as run from the Information Warehouse.

☐ Optional Items for DropBox Submission:
  o Candidate’s Personal/Research/Teaching Statement.
- Sample of course syllabi or other teaching materials – Submit as one document, naming it “Teaching Materials.”
- Undergraduate Supervision Report, as run from the Information Warehouse.
- Letters from non-departmental Princeton faculty and/or staff members. Maximum of 3 letters. – Submit as one document.
- Student Letters. May include current and former undergraduate and grad students. Maximum of 3 letters. -- Submit as one document.