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.

☐ Candidate Personal/Teaching/Research Statement (optional)
  o May describe the candidate’s philosophy and practices related to teaching and advising, as well as candidate’s pedagogical scholarship, innovation, reform, development and/or future plans.

☐ 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 Summary of distinguished accomplishment in curriculum development and/or demonstrated eminence in the area of practice;
  o Summary of evidence of teaching quality;
  o Summary of evidence related to quality of student advising, AI mentoring, and/or collaboration with other teaching faculty;
  o Summary of service to the department (if applicable)
  o Scholarly evaluation (publications in field and/or pedagogy);
  o Review of departmental discussion and vote:
  o Justification of salary recommendation, if not the standard increase.

☐ Department Committee Report (if available)

☐ External Referee Letters – Submit as one document
  o List of External Referees - Use the Department List of Referees Template.
    o Minimum of 3 external letters required; maximum of 6.
    o Include names of declined referees as well as accepted referees.
    o One referee name may be suggested by candidate; at least two must be chosen by department.
  o External Referee Letters (including Declines).
  o Sample Department Letter to External Referee.
Optional Items for DropBox Submission:

- Candidate’s Personal/Research/Teaching Statement (see above).
- Up to two samples of course syllabi or other teaching materials
  - Ten pages maximum.
  - Submit as one document, naming it “Teaching Materials.”
- Letters from non-departmental Princeton faculty and/or staff members.
  - Must be written for promotion recommendation purpose.
  - Maximum of 3 letters. Submit as one document.
- Student Letters.
  - May include current and former undergraduate and grad students.
  - Must be written for promotion recommendation purpose.
  - Maximum of 3 letters. Submit as one document.