

**DEPARTMENTAL CHECKLIST: Faculty Committee on Appointments and Advancements (C/3) Assistant Professor Reappointment**

✓	<b><u>Required Items: DOF DropBox Submission</u></b>
	<p><a href="#">F2 Reappointment/Promotion Form</a> (saved as IMAGE)</p> <ul style="list-style-type: none"> <li>• Include salary recommendation, vote information (both units where jointly appointed), effective date, proposed rank, and chair(s) signature(s).</li> </ul>
	Candidate CV and bibliography as one PDF
	<p>Chair's Report</p> <ul style="list-style-type: none"> <li>• Include a report from both chairs, if this is a joint appointment.</li> <li>• The report <u>must</u> include scholarly evaluation (standing in field, fields of specialization); <b>full evaluation of teaching</b> (undergraduate and graduate); statement of how the candidate will fit into the 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. Salary recommendation is not required.</li> </ul>
	Committee Report ( <i>strongly encouraged</i> )
	Candidate's Personal/Research/Teaching Statement
	<b><u>Optional Items</u></b>
	<ul style="list-style-type: none"> <li>- Preceptorship Nominations           <ul style="list-style-type: none"> <li>• If Assistant Professor is to be nominated for a preceptorship, please fill out <a href="#">Preceptorship Nomination form</a>. <b>Nominations are due by December 1.</b> Preceptorships are awarded to assistant professors in the humanities and social sciences for the purpose of recognizing and developing excellence in teaching and scholarship.</li> </ul> </li> <li>- Letters from departmental and non-departmental Princeton faculty members (these are separate from referee letters)</li> <li>- Reviews of candidate's work (submit as one document)</li> <li>- Student Letter(s) (submit as one document)</li> </ul>