

Departmental Checklist - Faculty Committee on Appointments and Advancements (C/3) Assistant Professor Reappointment**Required Items for DropBox Submission**

- [F2 Faculty 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 makes a new direction for the department, or complements or strengthens what is presently done in the department; analysis of salary recommendation.

Optional Items for DropBox Submission

- Candidate's Personal/Research/Teaching Statement
- Preceptor Notification
 - If Assistant Professor is to be nominated for a preceptorship, please fill out form on the DOF website: <https://dof.princeton.edu/nomination-preceptorship>.
 - Comment about this nomination to be included in the Chair's Report.
- Letters from departmental and non-departmental Princeton Faculty members
- Reviews of Candidate's Work
 - Submit as one document if Assistant Professor is to be nominated for a preceptorship.