

**Departmental Checklist – New Appointment – Professor or Associate Professor
Faculty Committee on Appointments and Advancements (C/3) New Appointment**

Required Items: New Appointment E-Form (DOF List of Referees is automatically embedded)

- Candidate CV and Bibliography
 - Submit as one document.
- 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); evaluation of teaching (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. It should also comment on the department vote.
- Committee Report if available. Note: Committee Reports are strongly encouraged.
- Department List of Referees
 - Use the Department List of Referees Template.
- Sample Department Letter to Referee
- Department Referee Letters
 - Submit individually as “Department Referee Letter – XXX,” with XXX being referee Last Name.
 - Submit all declined correspondence.
- Search Report Form
- Search Report Summary
- Authorization for Faculty Search/Search Waiver when appropriate
- Internal/External Teaching Evaluations (narrative and numerical)

Background Check (attach upon approval at C3 level)

- Search Admin visits HireRight website (<https://www.hireright.com/login.html>) to trigger background checks
- HireRight auto-generated “Meets Company Standards” email
- HireRight auto-generated “Princeton University Education Report” excel spreadsheet
- Email from HR’s Erika Casey confirming highest degree earned, in the event HireRight cannot verify degree

Optional Items

- Letters from departmental and non-departmental Princeton Faculty members (these are separate from referee letters).
- Reviews of Candidate’s Work
 - Submit as one document
- Student Letters
 - Submit as one document

Other required items: Candidate’s Publications

- Upon receipt of a new appointment file in eForms, the DOF will reach out with a link to a Google Drive for C/3 Publications. The email will be sent from drive-shares-dm-noreply@google.com.
 1. On your computer, go to the URL provided.
 2. Upload one or more files by either:
 - a. At the top left, click the +New button and select *File Upload*, or
 - b. “drag-and-drop” files into the folder.
- Most recent and notable works.
- Forthcoming manuscript(s), if available may be sent separately to the DOF and we will distribute with a note of non-disclosure.
- Please include an index if there are 10 or more publications.
- 3 Hard copies of books delivered to DOF (room 9 Nassau Hall, addressed to Andrea Maldonado).
 - DOF will be in touch if more are needed or if a bound Print and Mail copy of the entire dossier is requested.