

DEPARTMENTAL CHECKLIST: Faculty Committee on Appointments and Advancements (C/3) New Appointment

✓	<u>Required Items: New Appointment eForm</u> DOF List of Referees is automatically embedded
	Candidate CV and bibliography as one PDF
	Chair's Report <ul style="list-style-type: none"> • Include a report from both chairs, if this is a joint appointment. • The report <u>must</u> include scholarly evaluation (standing in field, fields of specialization); full evaluation of teaching (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; analysis of salary recommendation.
	Committee Report
	Candidate's Personal/Research/Teaching Statement
	Department List of Referees <ul style="list-style-type: none"> • Use Department List of Referees Template
	Sample Department Letter to Referee
	Department Referee Letters <ul style="list-style-type: none"> • Submit individually as "Department Referee Letter – Last name, First name" • Submit all declining correspondence
	Search Report Form and Summary
	Authorization for Faculty Search/Search Waiver when applicable
	Internal/External Teaching Evaluations (narrative and numerical)
	<u>Background Check</u> Trigger/Upload upon C3 approval
	Visit HireRight to trigger background checks <ul style="list-style-type: none"> • Upload <i>Meets Company Standards</i> email and <i>Princeton University Education Report</i> (if HireRight cannot verify the degree, email Erika Casey confirming the highest degree earned).
	<u>Candidate's Publications</u> Required via Google Drive
	Upon receipt of candidate's eForm, you will receive an email from drive-shares-dm-noreply@google.com <ul style="list-style-type: none"> • Upload most recent and notable works by drag-and-drop or <i>File Upload</i> button • Include an index if there are more than 10 publications. • Add any forthcoming manuscript(s) - if necessary they may be sent separately to the DOF and we will distribute with a note of non-disclosure. • 3 Hard copies of books delivered to DOF (Stanhope Hall 201, attn: Governance C/3) <ul style="list-style-type: none"> ○ DOF will be in touch if more are needed or if a bound Print & Mail copy of the entire dossier is requested.
	<u>Optional Items</u>
	- Letters from departmental and non-departmental Princeton faculty members (these are separate from referee letters) - Reviews of candidate's work (one document) - Student Letter(s) (one document)