

DEPARTMENTAL CHECKLIST

New Visiting Faculty Appointments (Visiting Assistant, Associate, or Full Professor / Visiting Lecturer / Visiting Lecturer with Rank of Professor)

- Curriculum Vitae**
- Evaluation as Teacher and Scholar**
Describe effectiveness as a teacher of undergraduate and/or graduate students and special qualifications for this position. Assess general standing as a scholar; competitive standing in fields of special competence; especially significant contributions to the field, the advancement of knowledge and originality.
- Teaching Responsibilities**
Indicate teaching and/or advising responsibilities per semester, noting the duty time percentage and FTE fraction for each assignment.
- Offer Letter**
- Acceptance Letter**
- Signed Acknowledgement of Risk and Release Agreement for Visiting Personnel NOT Using Princeton University Research Facilities**
- Visa paperwork if candidate has a US Citizenship Status of “International.” Paperwork includes a filled out and signed Visa Information Form, a copy of the passport biodata page, and any other documents that the Visa Information Form requires.**
- DOF Pre-Approval Email/Correspondence (if any)**
- Cumulative Teaching Summary Report Numerical Course Evaluations**
(run from the Information Warehouse, within Team Content > Teaching and Advising Reports; save as one PDF.
Note: This is only required for rehires and *reappointments*)

