

## Departmental Checklist – New Appointment – Visiting Professor for Distinguished Teaching (VPDT)

- Curriculum Vitae
- Offer Letter
- Acceptance Letter
- Search Committee Report (if any)
- Correspondence (if any)
- Letters of Reference (if any)
- Teaching Evaluations
- 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.
- Department Chair’s Memo