Department 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