

Departmental Checklist - Promotions to Professor or Associate Professor
Faculty Advisory Committee on Appointments and Advancements (C/3)

Submit promotion cases and their corresponding materials via [Interfolio](#).

<input type="checkbox"/>	Promotion Form - Complete the form within Interfolio.
<input type="checkbox"/>	Voting Form - Complete the form within Interfolio.
<input type="checkbox"/>	Curriculum Vitae and bibliography - Submit as one document
<input type="checkbox"/>	Candidate's Personal/Research/Teaching Statement
<input type="checkbox"/>	Candidate's Publications - Upload most recent and notable works. - Include an index if there are more than 10 publications. - Add any forthcoming manuscript(s) - if necessary, they may be sent separately to the ODoF and we will distribute with a note of non-disclosure. - 3 Hard copies of books delivered to ODoF (Stanhope Hall 201, attn: Governance C/3). - ODoF will be in touch if more are needed or if a bound Print & Mail copy of the entire dossier is requested.
<input type="checkbox"/>	Chair's Report - Include a report from both chairs, if this is a joint appointment. - The report must 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 (contact Jordan Tegtmeyer, Associate Dean of Finance and Administration).
<input type="checkbox"/>	Committee Report (strongly encouraged)
<input type="checkbox"/>	Department List of Referees - Use the C3 Department List of Referees Template



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<input type="checkbox"/>	Sample Department Letter to Referee
<input type="checkbox"/>	Department Referee Letters <ul style="list-style-type: none">- Submit individually as "Department Referee Letter from First Name Last Name"- Submit all declined correspondences individually as "Declined Department Letter from First Name Last Name"
<input type="checkbox"/>	DOF List of Referees <ul style="list-style-type: none">- Use the C3 DOF List of Referees Template- Under Field of Expertise, please provide enough information to help us identify those best able to speak to the candidate's specific field of study- 14 referee names; no more than 15.
<input type="checkbox"/>	Letters from departmental and non-departmental Princeton faculty members (these are separate from referee letters) <ul style="list-style-type: none">- Optional
<input type="checkbox"/>	Reviews of candidate's work <ul style="list-style-type: none">- Optional- Submit as one document
<input type="checkbox"/>	Student Letter(s) <ul style="list-style-type: none">- Optional- Submit as one document