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](#).

| ☐ Promotion Form | Complete the form within Interfolio. |
| ☐ Voting Form | Complete the form within Interfolio. |
| ☐ Curriculum Vitae and bibliography | Submit as one document |
| ☐ Candidate’s Personal/Research/Teaching Statement |
| ☐ 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. |
| ☐ 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). |
| ☐ Committee Report (strongly encouraged) |
| ☐ Department List of Referees | Use the [C3 Department List of Referees Template](#) |
Sample Department Letter to Referee

Department Referee Letters
- 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”

DOF List of Referees
- 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.

Letters from departmental and non-departmental Princeton faculty members (these are separate from referee letters)
- Optional

Reviews of candidate’s work
- Optional
- Submit as one document

Student Letter(s)
- Optional
- Submit as one document