

**Departmental Checklist – Promotion – Professor or Associate Professor
Faculty Committee on Appointments and Advancements (C/3) Promotion**

Required Items for DropBox Submission

- F2 Reappointment/Promotion Form
 - Signed and scanned as an IMAGE.
 - Include salary recommendation, vote information (both units where jointly appointed), effective date, proposed rank, and chair(s) signature(s).
- Candidate CV and Bibliography
 - Submit as one document.
 - Do not include copies of published works.
- Chair's Report
 - Include a report from both chairs, if this is a joint appointment.
 - The report should include: scholarly evaluation (standing in field, fields of specialization); evaluation of teaching (undergraduate and graduate); statement of how candidate will fit into 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.
- Committee Report if available. Committee Reports are strongly encouraged.
- Candidate's Personal/Research/Teaching Statement
- Department List of Referees
 - Use the Department List of Referees Template.
 - Submit all declined correspondence.
- Sample Department Letter to Referee
- Department Referee Letters
 - Submit individually as "Department Referee Letter – XXX," with XXX being referee last name.
- DOF List of Referees
 - Use the DOF List of Referees Template; edit in Word, and submit as a PDF.
 - For "Field of Expertise," please provide enough information to help us identify those best able to speak to the candidate's specific field of study.
 - 14-15 referees maximum.

Candidate's Publications (required)

- Upon receipt of a new appointment file in eForms, the DOF will reach out with a link to a Google Drive for C/3 Publications. The email will be sent from drive-shares-dm-noreply@google.com.
 1. On your computer, go to the URL provided.
 2. Upload on or more files by either:
 - a. At the top left, click the *+New* button and select *File Upload*, or
 - b. "drag-and-drop" files into the folder.
- Most recent and notable works.
- Forthcoming manuscript(s), if available may be sent separately to the DOF and we will distribute with a note of non-disclosure.
- Please include an index if there are 10 or more publications.
- 3 Hard copies of books delivered to DOF (room 9 Nassau Hall, addressed to Andrea Maldonado).
 - DOF will be in touch if more are needed or if a bound Print and Mail copy of the entire dossier is requested.

Optional Items for DropBox Submission

- Letters from departmental and non-departmental Princeton faculty members (these are separate from referee letters).
- Reviews of candidate's work
 - Submit as one document.
- Student Letters
 - Submit as one document.