# 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](#).

<table>
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<th>Step</th>
<th>Description</th>
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| ☐ | **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 |