

**Departmental Checklist – Promotion – University Lecturer or Professor of the Practice
Faculty Committee on Appointments and Advancements in the Lecturer Ranks (C/9)**

Required Items for DropBox Submission

- F2 Reappointment/Promotion Form
 - Signed and scanned as an IMAGE.
 - Must include salary recommendation, department vote information, anticipated effective date, proposed rank, and chair signature.
 - Appointment end date may be (a) end of current term, or (b) new term up to 5 years. If seeking a new term that is greater than the current term's end date, but less than 5 years, please contact our office to discuss before submission.
- Candidate CV and Bibliography
 - Submit as one document.
 - Do not include publications or reviews.
- Candidate Personal/Teaching/Research Statement (optional)
 - May describe the candidate's philosophy and practices related to teaching and advising, as well as candidate's pedagogical scholarship, innovation, reform, development and/or future plans.
- Chair's Report – Submit as one document
 - The chair's report should include:
 - Statement on how candidate has and will continue to impact instructional program or curriculum;
 - Summary of distinguished accomplishment in curriculum development and/or demonstrated eminence in the area of practice;
 - Summary of evidence of teaching quality;
 - Summary of evidence related to quality of student advising, AI mentoring, and/or collaboration with other teaching faculty;
 - Summary of service to the department (if applicable)
 - Scholarly evaluation (publications in field and/or pedagogy);
 - Review of departmental discussion and vote:
 - Justification of salary recommendation, if not the standard increase.
- Department Committee Report (if available)
- External Referee Letters – Submit as one document
 - List of External Referees - Use the [Department List of Referees Template](#).
 - Minimum of 3 external letters required; maximum of 6.
 - Include names of declined referees as well as accepted referees.
 - One referee name may be suggested by candidate; at least two must be chosen by department.
 - External Referee Letters (including Declines).
 - Sample Department Letter to External Referee.
- Optional Items for DropBox Submission:
 - Candidate's Personal/Research/Teaching Statement (see above).
 - Up to two samples of course syllabi or other teaching materials
 - Ten pages maximum.
 - Submit as one document, naming it "Teaching Materials."
 - Letters from non-departmental Princeton faculty and/or staff members.

- Must be written for promotion recommendation purpose.
- Maximum of 3 letters. Submit as one document.
- Student Letters.
 - May include current and former undergraduate and grad students.
 - Must be written for promotion recommendation purpose.
 - Maximum of 3 letters. Submit as one document.