

Committee on Appointments and Advancements for Professional Researchers and Professional Specialists (C/7)

New Appointment/Promotion to ranks with continuing appointment

DEPARTMENTAL CHECKLIST

- RSL-1 appointment Form for new hire (RSL-2 form for promotions) Include salary recommendation, signed and scanned as an IMAGE format (jpeg),

Supporting documentation – please submit these in pdf format

- Faculty vote information, fill out information on page 3
- Candidate CV and Bibliography - submit as one document, no copies of published works needed
- Preapproval email from Associate Dean
- Candidate's Personal/Research Statement
- Chair's Report (from both chairs if joint appointment) This is a scholarly evaluation of how candidate will fit into department with respect to scholarship; analysis of salary recommendation and funding stability.
- Department List of 2-3 Referees (include all referees contacted whether or not they responded or declined to write) along with:
- Sample Department Letter to Referee
 - Department External Referee Letters received (Submit each letter individually in pdf format named Department Referee Letter- XXX" with XXX being referee last name)
- List of DOF External Referees for C/7 – Submit at least 12 external referees, please use table on page 2 of this document
- Provide a list of twelve referees including department and candidate suggestions (use * for candidate suggestions, ** department suggestions)
 - Include brief information about each referee and complete contact information: institution, department, street address, email address, telephone number using the table on page 2
- Letters from non-departmental Princeton Faculty members (optional)
- For new hire only include Search Report Form (signed and scanned as an IMAGE) and search report summary

Please submit all documents to the DOF dropbox.

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Faculty Vote information:

This recommendation was approved by unanimous majority vote at a meeting of the professors of the Department on _____ (enter date of vote).

Total number attending meeting _____

Number of votes for the recommendation _____

Number of votes against the recommendation _____

Number of abstentions _____

Signature of Chair

Date

Signature of Joint Chair (if applicable)

Date