

**Department Checklist for Faculty Committee on Appointments and Advancements (C/3)  
New Appointment and Promotion**

<p>A. <b>F-1 New Appointment Form; F-2 Promotion Form</b> (<i>signed and scanned as image</i>) <i>Include salary recommendation and vote information</i></p>	<input type="checkbox"/>
<p>B. <b>Candidate CV and Bibliography</b> (<i>submit as one document, no copies of published works</i>)</p>	<input type="checkbox"/>
<p>C. <b>Candidate’s personal/research/teaching statement</b> (<i>optional - promotions only</i>)</p>	<input type="checkbox"/>
<p>D. <b>Chair’s Report</b> (<i>from both chairs if joint appointment</i>) Scholarly evaluation (standing in field, fields of specialization); teaching evaluation (undergraduate and graduate); statement of how candidate will fit into department with respect to scholarship and teaching, and whether appointment makes a new direction for the department, or complements or strengthens what is presently done in the department; analysis of salary recommendation.</p>	<input type="checkbox"/>
<p>E. <b>Committee Report</b> (<i>if applicable</i>)</p>	<input type="checkbox"/>
<p>F. <b>Department List of Referees</b> (<i>One list including all referees contacted whether or not they responded or declined to write. Include brief information about each referee and complete contact information: institution, department, street address, email address, telephone number.</i>)</p>	<input type="checkbox"/>
<p>G. <b>Sample Department Letter to Referee</b></p>	<input type="checkbox"/>
<p>H. <b>Department External Referee Letters</b> <i>(Submit individually as “Department Referee Letter – XXX” with XXX being referee last name)</i></p>	<input type="checkbox"/>
<p>I. <b>List of External Referees for C/3 Use – at least 14 external referees</b> <u>For Promotions</u> – one list including department and candidate suggestions and complete contact information: institution, department, street address, email address, telephone number <i>(use * with candidate suggestions, ** with candidate/department suggestions)</i> <u>For New Appointments</u> – one list including brief information about each referee and complete contact information: institution, department, street address, email address, telephone number</p>	<input type="checkbox"/>
<p>J. <b>Letters from non-departmental Princeton Faculty members</b></p>	<input type="checkbox"/>
<p>K. <b>Reviews of Candidate’s Works</b> (<i>submit as one document, if any</i>)</p>	<input type="checkbox"/>
<p>L. <b>Student Letters</b> (<i>submit as one document, if any</i>)(<i>teaching evaluations supplied by DOF</i>)</p>	<input type="checkbox"/>
<p>M. <b>Search Report Form</b> (<i>signed and scanned as image</i>), <b>search report summary and DOF approved Copy of Authorization for Faculty Search</b></p>	<input type="checkbox"/>
<p>Send to DOF Office 3 CDs (or 3 thumb drives) with CV, personal/research/teaching statement, publications (including forthcoming manuscript, if appropriate) and one hard copy of book(s).</p>	<input type="checkbox"/>