



DEPARTMENT CHAIR CHECKLIST FOR C/3 NEW APPOINTMENTS AND PROMOTIONS

- Appointment Form (F-1 or F-2)**
 - salary recommendation
 - vote information (including joint info and signatures if applicable)
 - start-up requirements (if needed. Please complete "Faculty Resources Needed" form.)
 - office space
 - other resources
 - funding info
- Chair's Report (from both chairs if joint appointment) (original plus 3 copies)**
 - scholarly evaluation (standing in field, fields of specialization)
 - teaching evaluation (undergraduate and graduate)
 - statement of how the candidate will fit into dept. with respect to scholarship and teaching, and whether appointment makes a new direction for the dept., or complements or strengthens what is presently done in the dept.
 - analysis of salary recommendation
- Committee Report (if applicable) (original plus 3 copies)**
- Department Letters from External Referees**
 - Include complete list of referees contacted, whether or not they replied or declined to write
 - Sample copy of Chair's letter to referees
- List of External Referees for Committee of Three**
 - at least 14 external referees
 - promotions** - one list: include department and candidate suggestions (use * with candidate names)
 - new appointments** - departmental list only
 - brief information about each referee
 - complete contact info: institution, department, street address, e-mail address, phone number
- Current CV and Bibliography (no copies of published works) (original plus 3 copies)**
- Candidate's Personal Statement (optional) (original plus 3 copies)**
- Department Correspondence (if any)**
- Preceptorship Notification (if applicable)** – The chair must inform faculty member current preceptorship must be relinquished when promoted.
- Letters from Princeton Faculty Members**
- Reviews of Candidate's Work (if any)**
- Teaching Evaluations (chronological lists where applicable)**
 - list of courses with enrollment figures (undergraduate and graduate)
 - list of undergraduate independent work supervised
 - annotated list of graduate students
 - list of graduate dissertation supervision
 - Registrar's numerical course evaluation summary (provided by DOF)
 - narrative course evaluations
 - letters from students
- Search Report Form**
- Authorization for Faculty Search (DOF Approved copy)**

Notes: _____