



OFFICE OF THE DEAN
HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

TO: Bernard J. Firestone, Dean

FROM: DATE:

RE: Check off List for

Hofstra ID

- APPOINTMENT¹: FT Adj
- Background Check E-Mail
- Summary of Recruitment Report (All FT Faculty Appts)
- Job Requisition Form (All FT Faculty and Admin Appts)
- Type of Visa Needed
- Faculty Advertisement Approval Form and Ad
- Computer Equipment Request Form
- Chair's recommendation
- Salary recommendation
- DPC recommendation
- Faculty Application Form
- Vita
- Official Transcript
- 3 external letters of recommendation

cc: Chair's recommendation to:

- DPC Chair
- AAUP Chapter

- PROMOTION¹: FT Adj
- Chair's recommendation
- Promotion Committee recommendation
- CTRs
- Vita
- Peer Observations
- Candidate's materials

cc: Chairs recommendation

- Promotion Committee Chair
- Candidate
- AAUP Chapter

LEAVE REQUEST:

- General Leave
 - General Leave form
- Reassignment of Leave
 - Reassignment form
- Medical Leave²
 - Medical Leave form

- Chair's recommendation
- Faculty member's memo (signed)

- REAPPT./NON-REAPPT.¹:
- Chair's recommendation
- DPC recommendation
- Vita
- Peer Observations
- CTRs

cc: Chairs recommendation to:

- DPC Chair
- Faculty member
- AAUP Chapter

- TENURE¹:
- Chair's recommendation
- Tenure Committee Recommendation
- CTRs & Peer Observations
- Vita

- Annual Evaluations
- Tenure Committee materials
- Candidate's materials

cc: Chair's recommendation to:

- Tenure Committee Chair
- Candidate
- AAUP Chapter

- TENURE PROBATIONARY PERIOD:
- Form to Establish/Change
- Chairs recommendation
- Faculty members memo

- RESIGNATION/RETIREMENT
- Discontinuation of Employment Form
- Chair's recommendation
- Faculty member's memo (signed)

¹Please see Sr. Associate Dean's for Curriculum & Personnel memo regarding set up of file.

²Original Doctor's note sent to Sr. Associate Director for Human Resources.

October 25, 2011