



OFFICE OF THE DEAN
HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

TO: Benjamin Rifkin, 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
Candidate's Statement on Promotion & Vita
Candidate's Material on Blackboard
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)

- REAPPT1/NON-REAPPT:
Chair's recommendation
DPC recommendation
Candidate's Statement on Reappointment & Vita
Candidate's Material on Blackboard
cc: Chairs recommendation to:
DPC Chair
Faculty member
AAUP Chapter

- TENURE1:
Chair's recommendation
Tenure Committee Recommendation
Candidate's personal statement on Tenure
Candidate's Current Vita
Letters of recommendation (Hofstra, Outside & Students)
AHTC Meeting Minutes
Candidate's Material on Blackboard
cc: Chair's recommendation to:
Tenure Committee Chair
Candidate
AAUP Chapter

TENURE PROBATIONARY PERIOD:

- Form to Establish/Change
Chairs recommendation
Faculty member's memo

RESIGNATION/RETIREMENT

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

BEFORE COMPLETING THE DOCUMENTATION FOR A VISITING J-1 SCHOLAR PLEASE CALL OFFICE OF THE DIRECTOR HUMAN RESOURCES (3-6473) TO REVIEW THE PROCEDURES AND DOCUMENTATION:

- Visiting Scholar Appointment for J-1 Visa
Chair's Appointment Letter
Sponsoring Faculty Appointment Letter
Copy of passport
Copy of Visa
Copy of I-20/DS-2019 (If applicable)
Copy of Current Vitae
Request for Visa Info Sheet to be filled out by Scholar
J-1 Eligibility form for departments to filled out by department
Letter of Credibility from current employer attesting to the employer-employee relationship and no complaints or appeals recorded. (This is similar to a US background check.)
Letter of Support from current employer attesting to their monetary support of the Scholar while in the U.S.

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

2Original Doctor's note sent from Doctor to Human Resources.

MARCH 14, 2018