



OFFICE OF THE DEAN
SCHOOL OF HEALTH SCIENCES AND HUMAN SERVICES

TO: Ronald L. Bloom, Acting Dean
FROM: _____ DATE: _____
RE: Checklist 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: Chair's 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-REAPPT1.
Chair's recommendation
DPC recommendation
Vita
Peer Observations
CTRs
cc: Chair's 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
Chair's recommendation
Faculty member's memo

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

October 2012

1Please see memo regarding set up of file from Office of the Dean.
2Original Doctor's note sent to Sr. Associate Director for Human Resources.