

HOFSTRA UNIVERSITY
DEAN'S RECOMMENDATION FOR HOFSTRA FACULTY
TO TEACH IN AN ADDITIONAL DEPARTMENT

This form is to be used when a faculty member (whether full-time or part-time) in one department of the University is asked to teach in another department or school within the University. In these instances, we require the approval of the DPC, the Chair, and the Dean. The full personnel file of the faculty member should already contain appropriate transcript(s), original letters of recommendation, and curriculum vitae. On occasion, an updated CV is helpful.

NAME _____ Hofstra ID _____
(last name) (first name)

I support the request of the Chair that the following faculty member be approved to teach in the department of _____ . We anticipate course assignments beginning _____ .

The faculty member is (please fill in one line only):

1. a full-time faculty member in the department of _____ with a rank of _____
2. a full-time administrator already approved to teach in the department of _____ with a rank of _____
3. an adjunct already approved to teach in the department of _____ with a rank of _____ .

CHAIR/DEPARTMENT CURRENTLY APPOINTED SIGNATURE _____

DATE _____

Other Comments

The DPC concurs _____ DPC could not be consulted _____

DOCUMENTATION ENCLOSED:

Chair's letter _____ DPC letter _____

DEAN'S SIGNATURE: _____ DATE _____

PROVOST'S COMMENTS: _____

PROVOST'S SIGNATURE: _____ DATE _____