

**HOFSTRA UNIVERSITY  
ADJUNCT FACULTY APPOINTMENT FORM**

Name:

Department:

Recommended Adjunct Rank:

Course Assignments Beginning:

Form of Address (Dr., Ms., Etc.):

Highest Degree:     
Degree Year Awarded By

Is the candidate a Hofstra Full-Time administrator? ☐ Yes ☐ No

Currently a Hofstra student? ☐ Yes ☐ No If yes, provide Hofstra ID:

**Visa Information**

a. Is the candidate currently in the United States on a visa? ☐ Yes ☐ No

b. If (a) is yes, what is the candidate's current visa status?

c. Will the candidate require employment visa sponsorship in order to work for Hofstra? ☐ Yes ☐ No

References checked by:

**Please note: A background check must be completed and proof of its completion attached.**

**Recommended Compensation Rate Per Teaching Hour**

Initial Rate\*: \$  FOAPALB

\*Justification for Special Rate (If Requested):

**Dean's Comments**

The DPC Concurs ☐ DPC Could Not Be Consulted at this Time ☐

**Documentation Enclosed:**

Chair's Letter ☐  
DPC Letter ☐  
Faculty Application ☐  
Curriculum Vita ☐  
Outside Recommendations (#) ☐  
Official Transcript for Highest ☐  
Recommendation ☐  
Chair's Letter ☐  
Other ☐

Position:  Suffix:

Dean:  Date:

Provost's Approval:

Provost's Comments:  Date:

**THIS FORM MUST BE ACCOMPANIED BY THE CHAIR'S LETTER & THE COMPLETED FACULTY APPLICATION.**

cc: , Chair, Department of

, DPC Chair, Department of

AAUP Chapter, President

Provost's Office Use Only:

Hofstra ID:

Date Sent to Personnel:  Date on Computer: