



# HOFSTRA UNIVERSITY

OFFICE OF THE DEAN  
HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

**TO: Bernard J. Firestone, Dean**  
**FROM:**  
**RE: Check off List for**  
**Hofstra ID 700- -**

**DATE: 2/6/2006**

- APPOINTMENT:  FT  Adj
- Chair's recommendation
- DPC recommendation
- Salary recommendation
- Background Check E-Mail
- Faculty Application Form
- Computer Equipment Request Form
- Faculty Advertisement Approval Form and Ad
- Vita
- Official Transcript
- 3 external letters of recommendation
- Type of Visa Needed
- cc: Chair's recommendation to:
  - DPC Chair
  - AAUP Chapter

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

CTRs

cc: Chair-s recommendation to:

- DPC Chair
- Faculty member
- AAUP Chapter

- PROMOTION:  FT  Adj
- Chair's recommendation
- Promotion Committee recommendation

- TENURE
- Chair's recommendation
- Tenure Committee Recommendation

- CTRs
- Vita
- Peer Observations
- Candidate's materials
- cc: Chair-s recommendation
- Promotion Committee Chair
- Candidate
- AAUP Chapter

- CTRs & Peer Observations
- Vita
- Annual Evaluations
- Tenure Committee materials
- Candidate's materials
- cc: Chair's recommendation to:
  - Tenure Committee Chair
  - Candidate
  - AAUP Chapter

- LEAVE REQUEST:
  - General Leave\*
  - Reassignment of Leave\*\*
  - Sick Leave\*\*\*
- Chair's recommendation
- Faculty member's memo
- F/T Faculty General Leave form\*
- Reassignment form\*\*
- Sick Leave form\*\*\*

- TENURE PROBATIONARY PERIOD:
  - Form to Establish/Change
  - Chair-s recommendation
  - Faculty member-s memo

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