

Full-Time ☐  
Part-Time ☐

**HOFSTRA UNIVERSITY**  
**ACADEMIC ADMINISTRATION**  
**APPOINTMENT/REAPPOINTMENT FORM**

Appointment ☐  
Reappointment ☐

Candidate's Name:   
Department:  Hofstra ID:   
Title:  New Line:  (attach approval)  
Appointment Period:  Replacement For:   
Salary:  FOAPALB

**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 ☐ Yes ☐ No

in order to work for Hofstra?

Immediate Supervisor:

Resume Attached: ☐ Yes ☐ No Recommendations Attached: ☐ Yes ☐ No

References Checked By:

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

FOR CURRENT EMPLOYEES ONLY: Has former department been informed? ☐ Yes ☐ No ☐ N/A

Has former manager/VP approved transfer? ☐ Yes ☐ No ☐ N/A Resignation letter attached? ☐ Yes ☐ No

**Please attach the completed recruitment report, job approved requisition, ad approval form and advertisement**

Dean's Comments: See Attached: ☐ Position:  Suffix:

Dean's Signature: \_\_\_\_\_ Date:

Provost's Office Budget Comments:

Provost's Office Budget Review: \_\_\_\_\_ Date:

Provost's Comments: See Attached: ☐

Provost's Signature: \_\_\_\_\_ Date: