

OFFICE OF THE DEAN
HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

TO: Hofstra College of Liberal Arts & Sciences Dean

FROM: DATE:

RE: Check off List 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 (All FT Faculty Appts)
- ☐ Computer Equipment Request Form (All FT Faculty Appts)
- ☐ 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
- ☐ Candidate's Statement on Promotion & Vita
- ☐ Candidate's Material on Blackboard
- cc: Chairs 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)

- ☐ REAPPT¹/NON-REAPPT:
- ☐ Chair's recommendation
- ☐ DPC recommendation
- ☐ Candidate's Statement on Reappointment & Vita
- ☐ Candidate's Material on Blackboard
- cc: Chairs recommendation to:
- ☐ DPC Chair
- ☐ Faculty member
- ☐ AAUP Chapter

- ☐ TENURE¹:
- ☐ Chair's recommendation
- ☐ Tenure Committee Recommendation
- ☐ Candidate's personal statement on Tenure
- ☐ Candidate's Current Vita
- ☐ Letters of recommendation (Hofstra, Outside & Students)
- ☐ AHTC Meeting Minutes
- ☐ Candidate's Material on Blackboard
- cc: Chair's recommendation to:
- ☐ Tenure Committee Chair
- ☐ Candidate
- ☐ AAUP Chapter

- ☐ TENURE PROBATIONARY PERIOD:
- ☐ Form to Establish/Change
- ☐ Chairs recommendation
- ☐ Faculty member's memo

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

BEFORE COMPLETING THE DOCUMENTATION FOR A VISITING J-1 SCHOLAR PLEASE CALL OFFICE OF THE DIRECTOR HUMAN RESOURCES (3-6473) TO REVIEW THE PROCEDURES AND DOCUMENTATION:

- ☐ Visiting Scholar Appointment for J-1 Visa
- ☐ Chair's Appointment Letter
- ☐ Sponsoring Faculty Appointment Letter
- ☐ Copy of passport
- ☐ Copy of Visa
- ☐ Copy of I-20/DS-2019 (If applicable)
- ☐ Copy of Current Vitae
- ☐ Request for Visa Info Sheet to be filled out by Scholar
- ☐ J-1 Eligibility form for departments to filled out by department
- ☐ Letter of Credibility from current employer attesting to the employer-employee relationship and no complaints or appeals recorded. (This is similar to a US background check.)
- ☐ Letter of Support from current employer attesting to their monetary support of the Scholar while in the U.S.

¹Please see HCLAS Forms page for instructions regarding set up of personnel files:

https://www.hofstra.edu/academics/colleges/hclas/hclas_forms.html

²Original Doctor's note sent from Doctor to Human Resources.

January 11, 2019