TO: Ronald L. Bloom, Acting Dean
FROM: __________________________________________________ DATE: __________________________
RE: Checklist for____________________________________________ __________________________
HOFSTRA ID: ______________________________________________________

☐ APPOINTMENT: ☐ 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
☐ Computer Equipment Request Form
☐ 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

☐ PROMOTION: ☐ FT ☐ ADJ
☐ Chair’s recommendation
☐ Promotion Committee recommendation
☐ CTRS
☐ Vita
☐ Peer Observations
☐ Candidate’s Materials
  Cc: Chair’s recommendation
  ☐ Promotion Committee Chair
  ☐ Candidate
  ☐ AAUP Chapter

☐ LEAVE REQUEST
☐ General Leave
  ☐ General Leave form
☐ Reassignment of Leave
  ☐ Reassignment form
☐ Medical Leave
  ☐ Medical Leave form
☐ Chair’s recommendation
☐ Faculty member’s memo (signed)

☐ REAPPT. /NON-REAPPT.
☐ Chair’s recommendation
☐ DPC recommendation
☐ Vita
☐ Peer Observations
☐ CTRs
  cc: Chair’s recommendation to:
    ☐ DPC Chair
    ☐ Faculty member
    ☐ AAUP Chapter

☐ TENURE:
☐ Chair’s recommendation
☐ Tenure Committee Materials
☐ Candidate’s materials
  cc: Chair’s recommendation to:
    ☐ Tenure Committee Chair
    ☐ Candidate
    ☐ AAUP Chapter

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

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

October 2012

Please see memo regarding set up of file from Office of the Dean.
Original Doctor’s note sent to Sr. Associate Director for Human Resources.