

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
- Proof of Vaccination
- 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
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 - 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.

February 2, 2022