

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
- Job Requisition Form
- Type of Visa Needed
- Faculty Advertisement Approval Form and Ad
- 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:
 - DPC Chair
 - AAUP Chapter
- PROMOTION¹: FT Adj
- Chair's recommendation
- Promotion Committee recommendation
- Candidate's Statement on Promotion & Vita
- Candidate's Material on Canvas
 - 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 Canvas
 - cc: Chairs recommendation:
 - 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 Canvas
 - cc: Chair's recommendation:
 - Tenure Committee Chair
 - Candidate
 - AAUP Chapter
- TENURE PROBATIONARY PERIOD:

Form to establish Tenure provided by the Provost Office
<https://www.hofstra.edu/provost/forms-documents.html#forms>
- RESIGNATION/RETIREMENT
 - Discontinuation of Employment Form
 - Chair's recommendation
 - Faculty member's memo (signed)
- VISITING INTERNATIONAL SCHOLAR:

BEFORE COMPLETING THE DOCUMENTATION FOR A VISITING J-1 SCHOLAR PLEASE CALL MICHELLE W. CHEUNG, ASSOCIATE DIRECTOR, INTERNATIONAL STUDENT AFFAIRS, ext. 6947, 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.