

New Faculty Hire Procedures for Submitting Appointment Documents

- Please refer to, and check off as appropriate, the Hofstra College of Liberal Arts and Sciences personnel Check-Off list:
http://www.hofstra.edu/pdf/academics/colleges/HCLAS/hcl_pac_PERSONNE_fillin.pdf
A check-off sheet must accompany each candidate file.
Note: Do not staple documents together. Please use paperclips. All materials must be single-sided, no double-sided copies.
- For initial appointment, please include these documents:
 - Background Check email from Human Resources
 - Chair's Recommendation
(cc'd to DPC and AAUP)
 - DPC Recommendation (cc'd to chair and signatures next to typed names of members)
(For adjunct appointments only, in emergency situations (see CBA 5.5) the DPC Recommendation can follow at a later date.)
 - Salary Recommendation
 - Faculty Application form, along with
 - Copy of the cv
 - Computer Equipment Request Form (F/T only)
 - Visa paperwork (if required)
 - Transcripts and 3 Letters of Recommendation

Frequently Asked Questions:

Q: What if the candidate has been a Hofstra student or employee and has been in the HR system under a name other than the one he or she is currently using?

A: The prior name should be used on the application form and in your letter of recommendation. The candidate will later have an opportunity to update their records.

Q: What about background checks for part-time faculty?

A: Adjunct faculty members who have not taught for more than fifteen months will need new background checks. Thus, if the adjunct faculty member taught in Spring 2017, does not teach in either Fall 2017 or Spring 2018, and then teaches again in Fall 2018, that faculty member will not need a new background check. If, however, the faculty member is not assigned to teach until January 2019, he or she will need a new background check. The faculty member will not need a new appointment; only a new background check. Please include in the background email the 700 number and the semester that the adjunct is returning. Adjunct appointments expire after a two-year break in service.

NOTE: When the Chair receives the email from HR clearing the individual to teach, forward a copy via email to Helene Morris, HCLAS Dean's Office, Helene.Morris@hofstra.edu and to Joyce Pizaro in the Provost's office Joyce.P.Pizaro@hofstra.edu with the notation: BACKGROUND CHECK FOR A CONTINUING ADJUNCT. Please make sure that the email has both the 700 number and the semester that the adjunct will be teaching. The Dean's and the Provost's offices will print copies for the faculty member's file. Please do not fail to indicate that the background check is for a continuing adjunct; this will avoid confusion with new appointments.