

## New Faculty Hire Appointment Procedures

When making an offer to a candidate for a teaching position, please indicate that the offer is contingent upon the successful conclusion of the background check and documentation of vaccination status. Please be reminded of 2 important steps with the background check process. **Failure to complete these steps will result in a delay of processing time:**

1. Please obtain a completed employment application and resume from the applicant **prior to initiating the background check.**
2. Copy [backgroundcheck@hofstra.edu](mailto:backgroundcheck@hofstra.edu) in the email to the applicant. Please note in the email the position for which the applicant is a candidate.

In addition, please see revised email template for the applicant at the end of this procedures memo. This revised email includes the applicant's last name in the salutation, advises applicants to provide 7 years of address history and highlights that only the highest level of education completed should be indicated along with the authorization to contact the school. Please use this revised email template moving forward.

- When the candidate has been cleared you will receive an email from HR, and the appointment can then proceed.

### Visa Requirement

- If the new faculty member needs a visa, the department chair must begin the process by notifying HR. HR will send paperwork to the department chair to fill out and returns it as a PDF to HR for review. HR will send an approval via email when everything is in order. At that point, the department chair sends the visa paperwork to the Dean's office along with the documents specified below. Please **include the approval email from HR.**

### Checking References

- While waiting for notification on the background check, departments must verify the candidate's references. **The Chair must initial and date your copy of the faculty application form when the references are checked.** Please note that the phone call *does not replace the written letters of recommendation* which are to follow. **These must be signed and dated within a year of hire; emailed letters will not be accepted. Scans of signed letters may be substituted.** (For part-time faculty, the transcripts and letters of recommendation may be forwarded at a later date, if they are not immediately available.)

If you have any questions, please feel free to contact Kathy Blydenburgh at [Kathy.M.Blydenburgh@hofstra.edu](mailto:Kathy.M.Blydenburgh@hofstra.edu) or (516)463-6960 who will gladly assist you with the process.

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