

Full-Time Faculty Appointment Process

Offer Process	
<p>DPC meets and Department recommends candidate(s).</p> <p>Department sends attestation of DPC process, original job requisition and job description, and candidate's CV to Dean.</p> <p>Dean, in consultation with Department and Provost, recommends salary and compensation package. If the offered salary exceeds the posted range, a salary justification memo from Department Chair must be sent to Dean, Provost and HR for approval before extending offer.</p> <p>Department contact extends verbal offer to candidate. Upon acceptance:</p>	
Academic Process	HR Process
<ol style="list-style-type: none"> 1) Department initiates background check and updates PeopleAdmin workflow. 2) Department compiles docket upon review of candidates and recommendation for offer: <ul style="list-style-type: none"> • FT Appointment Checklist • Transcript • 3 Letters of Recommendation • Chair's Recommendation • DPC's Recommendation 3) Dean reviews and forwards to Provost upon approval. 	<ol style="list-style-type: none"> 1) Dean's Office forwards Appointment Packet Containing: <ul style="list-style-type: none"> • Appointment Form, signed by Dean • CV + Application • Job Requisition • Job Description • Previously approved salary justification memo, if applicable. 2) Provost's Office Budget and Provost approve offer details on appointment form. 3) Upon receipt, Provost's Office drafts appointment letter, which is reviewed by HR and returned for signature by Provost.
<p>Provost approves academic personnel appointment materials, appointment packet, and letter simultaneously.</p> <p>Provost-signed letters are sent from Provost@hofstra.edu, copying Dean, Department Chair, and HR.</p> <p>Appointment letters contingent on background check. Once successful background check is received, forwarded to Provost's Office and HR.</p> <p>Complete appointment packet, including letter signed by candidate, is forwarded to HR and completes file.</p>	