

FULL-TIME FACULTY APPOINTMENT PROCEDURE

All full-time faculty appointments at Hofstra University shall be made in accordance with the following procedures:

I. Budget Authorization for New Positions

New positions shall be given budgetary allocations by rank and base salary upon recommendation of the department chairs, endorsement by the academic dean, Provost, and approval by the President and Board of Trustees.

No new appointments shall be made until this step is completed and departmental chairs are notified. NOTE: If the appointment is a replacement at a rank and salary equal to or less than that in the existing budget, this step may be omitted.

II. Recruitment

Departmental recruitment policy will be established jointly by the Chair and the DPC. The Departmental Chair, in cooperation with the Department Personnel Committee, shall recruit candidates for positions at Hofstra University. Normally, candidates will be recruited by the Departmental Chair, in cooperation

IV. The Responsibility of the Dean

The Dean shall make a recommendation to the Provost from the list of candidates which has been forwarded by the Chair and DPC. The recommendation should be based on the Dean's own assessment of the candidate(s); on the Chair and DPC recommendations; and on the personnel docket. With the advice from the Chair, and after consultation with the Provost, the Dean will also recommend a salary level. When candidate(s) are invited to the campus for an interview and a cost to the University is involved, the academic Dean shall first secure budgetary authorization from the Provost authorizing the payment for the candidate's travel expenses.

V. The Responsibility of the Provost

The Provost shall recommend to the President the appointment rank and salary level of the candidate, and will note any special provisions or conditions of the proposed appointment. For those candidates hired, the Provost will send a letter outlining the new faculty member's rights and responsibilities concerning the establishment of a tenure probationary period.

VI. The Responsibilities of the President

All appointments to the faculty shall be made by the President based upon the recommendation of the Provost, Academic Dean, Chairperson and DPC.

VII. The Responsibility of New Faculty Members

As part of the appointment process, new faculty members are required to establish a tenure probationary period within the first semester of their initial appointment.