Appointment with salary: Adjunct Faculty Checklist

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| **Candidate:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Requested Start Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**To OAA:**

\_\_\_ 1 Transmittal Memo to Vice Dean

\_\_\_ 2 Curriculum Vitae (CV)

\_\_\_ 3 Three letters of evaluation (one from a Stanford faculty member)

\_\_\_ 4 Draft Offer Letter (use template)

\_\_\_ 5 **NEW**: Evidence of successful background check   
(email from HireRight stating “meets standards”)

\_\_\_ 6 J-1 Visa Documentation (DS-2019) (COPY) *if applicable*

**To Finance:**

\_\_\_ 1 Personnel Action Form (PAF)

\_\_\_ 2 CV

\_\_\_ 3 Draft Offer Letter (Microsoft Word format)

We cannot review incomplete packages. If a checklist item doesn’t apply, please submit a written explanation.

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Faculty Affairs Contact Date