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