appointment *without* salary: Adjunct Faculty Checklist

|  |  |
| --- | --- |
| **Appointment for:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Requested Start Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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

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

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

\_\_\_ 4 Draft Letter of Invitation (use template)

\_\_\_ 5 J-1 Visa Documentation (DS-2019) (COPY) *if applicable*

We cannot review incomplete packages. If a checklist item does not apply, please submit a written explanation.

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Faculty Affairs Contact Date