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