

ME Appointment Checklist

- Information needed from faculty member:
 - Appointment title
 - CV and copy of diploma (PDF: must prove completion of PHD program)
 - Reason for appointment/benefit to department
 - Start/End dates of appointment
 - Salary and budget number
 - Office location
 - Reimbursement for moving expenses/amount/budget

- Teaching Evaluations/Recommendation Letters (if applicable)

- Send letter to Dean's Office stating all of the above, including date of emailed tenured-faculty vote, along with CV (proof of PHD) and Appointment Request Form
 - Date Sent to Dean's Office: _____

- Reappointment Requests:
 - (1) Dates: _____ Salary: _____ Budget#: _____
 - (2) Dates: _____ Salary: _____ Budget#: _____
 - (3) Dates: _____ Salary: _____ Budget#: _____

- Internationals:
 - Date visa application sent to candidate to complete:
 - FS-2 Form (J1 visa): _____
 - FS-3 Form (H1B visa): _____
 - Date visa paperwork sent to OIS: _____

- Request Hopkins ID: _____ JHED ID: _____
 - Email JCard application to jcard@jhu.edu

- Issue keys; set-up mailbox (long-term appts.); update website

- Send to MA/LL for payroll forms