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| **NOMINATION FORM FOR ADJUNCT AND HONORARY APPOINTMENTS LEVEL A-D** |  | Description: UQ |

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| The University may appoint to an “**Honorary**” position a person of academic distinction and standing. The suitability of a person proposed for appointment to an Honorary position is measured against academic standards. The University may appoint to an “**Adjunct**” position a person of distinction and standing through industry, government, professions or the wider community. The suitability of a person proposed for appointment to an Adjunct position is not measured against academic standards.  A key consideration is whether the standing possessed by the person is commensurate with the role expected of him/her in the University and whether the appointment will be of manifest advantage to the University in fulfilling its commitments to teaching, research and/or community engagement. Such appointments will not normally carry remuneration from the University. Further policy information may be found at https://ppl.app.uq.edu.au/content/5.-human-resources  **For an appointment:** the Head of Organisation Unit should complete Sections 1 and 2 and submit the completed pro forma, along with the requested attachments to the Authorised Officer for consideration. The signed nomination should be forwarded to the relevant Faculty/Institute/Central Human Resources Staff.  **For a reappointment:** the Head of Organisation Unit should complete Section 1 and Section 2 (3 and 5 only) and forward to the Authorised Officer for consideration. The signed nomination should be forwarded to the relevant Faculty/Institute/Central Human Resources Staff. |

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| **PURPOSE OF NOMINATION** | |
| Honorary | Appointment |
| Adjunct | Reappointment |

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| **Where the role focuses on teaching and/or service and engagement they shall be awarded the title of Honorary or Adjunct:** | **Where the role focuses on research t****hey shall be awarded the title of Honorary or Adjunct:** | **Indicative University equivalent Level** |
| Associate Professor | Associate Professor | * Level D |
| Senior Lecturer | Senior Fellow | * Level C |
| Lecturer | Fellow | * Level B |
| Associate Lecturer | Fellow | * Level A |

**Section 1**

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| **NOMINATION DETAILS** | | | |
| **Org Unit Name:** |  | **Org Unit No:** |  |
| **Commencement Date:** |  | **Expiry Date:** |  |
| **Aurion No:** |  |  |  |
| **Title:** |  | | |
| **Given Names:** |  | | |
| **Surname:** |  | | |
| **Post Nominal:** |  | | |
| **Home Address:** |  | | |
| **Postal Address**  **PO Box details:** |  | | |
| **Email Address:** |  | | |
| **Date of Birth:** |  | **Gender:** |  |
| **Home Phone No:** |  | **Mobile No:** |  |

**Section 2**

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| **CRITERIA FOR SUBMISSION**  A Submission must include the following (provide specific information): | |
| **1** | A full Curriculum Vitae with current address (attach to this form). |
| **2** | Supporting documentation (optional) eg letter of support from a senior staff member. |
| **3** | A statement of duties and responsibilities of the proposed appointee (respond in “dot point” format). |
| **4** | How will the appointment advance the University’s contribution to research, teaching or engagement with external bodies? |
| **5** | For reappointments, how has the Organisation Unit realised the expected benefits from the appointment? |

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| **REQUESTED FACILITIES (Please tick as appropriate)** | | | |
|  | Desk space |  | Internet access/ Email address |
|  | Library borrow |  | Other |

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| OFFICE SPACE PROVIDED: | | | |
| **Office Number:** |  |  | |
| **Signature of Approver:** |  | **Print Name:** |  |
| **Position Title:** |  | **Date:** |  |

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| RECOMMENDED BY: | | | |
| **Signature of Recommender:** |  | **Print Name:** |  |
| **Position Title:** |  | **Date:** |  |
| **APPROVED BY:** | | | |
| **Signature of Authorised Officer:** |  | **Print Name:** |  |
| **Position Title:** |  | **Date:** |  |

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| **HUMAN RESOURCES STAFF TO COMPLETE** | | | | |
|  | Letter of Invitation Prepared: | | **Date:** |  |
|  | Nomination Prepared and Sent: | | **Date:** |  |
| **Details Entered by:** | |  | **Date:** |  |
| **Details Checked by:** | |  | **Date:** |  |