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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
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**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:** |       |