



**HUMAN RESOURCES
RECOMMENDATION TO OFFER HONORARY APPOINTMENT**

School/Admin dept

Enquiries to Extension

SECTION 1 - POSITION DETAILS

Title of Honorary Appointment

[Link to Policy](#)

SECTION 2 - APPOINTEE DETAILS

Is the appointee: new to the University current/previous employee → Emp. no.

NOTE: If currently holding an academic appointment cannot be appointed to an Honorary appointment within the same faculty

Is the appointee an Australian citizen? Yes No → Please provide a copy of photo page of passport if available or on commencement

Title Family Name Given Names Gender

Preferred First Name

DOB (dd/mm/yy) Telephone No

Qualifications Year of Completion of PhD

Address Post Code

Recommended commencement date (dd/mm/yy) End date (dd/mm/yy)

SECTION 3 - REQUIRED ACCOMPANYING DOCUMENTS AND INFORMATION

Please ensure the following is submitted to Human Resources (tick boxes to indicate attached)

Details of the particular contribution that is expected to be made to teaching and/or research activities

CV/Resume including learned societies of which the person is an officer or member

Copy of bio data page (photograph page) of passport (if available) where applicable

An appropriate visa must have been obtained to allow commencement of this appointment. This is an Immigration requirement and requires the School's cooperation to ensure that HR is supplied with a clear copy of the photograph page of the passport prior to, or on commencement.

SECTION 4 - APPROVAL

Name (please print)

Signature of Approved Delegate (See HR Delegations)

Date (dd/mm/yy)