Please read the University’s Guidelines for the awarding Visiting Titles before completing this form. The guidelines are available online here:<https://www.otago.ac.nz/administration/policies/otago003329.html>.

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| **Details of Person being Appointed** |
| **Full Name (Including title)** |  |
| **Mailing Address** |  |
| **Work Permit Expiry Date** ***(if applicable, attached a copy)*** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | **Has this person previously** **been employed by the** **University of Otago?** | [ ]  Yes[ ]  No |
| **If yes, what dates?** | **From:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | **To:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Justification for awarding Visiting Title at level recommended:** |
|  |
| **Details of Position** |
| **Department**  |  |
| **Visiting Title** |  |
| **Role/Contribution to the University** |  |
| **Term of Appointment** |
| **Date of Commencement** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | **Finish Date** *(6-week to 1-year term)* | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Funding Details** |
| The fellowship may be with or without emolument. If a payment is recommended, fill in this section. |
| **Recommended payment** *(per annum)***plus** a separate payment of 8% holiday pay in lieu of annual leave. | **$** |
| **Account Number** | **GL** | \_ \_ . \_ \_ . \_ \_ \_ . \_ \_ \_ \_ . \_ \_ |
| **PL** | \_ \_ \_ \_ \_ \_ . \_ \_ . \_ . \_ \_ . \_ \_ \_ \_ . \_ \_ |
| **Approval** |
| **Head of Department Signature** |  | **Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Dean of School** **Signature** |  | **Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Pro-Vice-Chancellor Signature** |  | **Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |

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| **Special Notes** |
| 1. Formal offers awarding persons Visiting Titles can be made only by the Human Resources Division
2. A copy of the Curriculum Vitae of the recommended appointee must be attached to the application
3. Refer to the [Visiting Fellows - Guidelines for the Awarding of the Title](https://www.otago.ac.nz/administration/policies/otago003329.html) when using this form. For recommendations for a visiting academic without the Visiting Fellow or Visiting Professor title refer to the [Visiting Appointments information](https://www.otago.ac.nz/humanresources/toolkit/otago081089.html).
4. Send completed documentation to the Human Resources Division
5. The Human Resources Division will refer recommendations to the Deputy Vice-Chancellor, if appropriate
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