Please read the University’s Guidelines for the awarding Adjunct Titles before completing this form. The guidelines are available online here: <http://www.otago.ac.nz/administration/policies/otago003016.html>.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Adjunct Title at level recommended:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Details of Position** | | | | | | | | | | | | | |
| **Department** | | |  | | | | | | | | | | |
| **Adjunct Title** | | |  | | | | | | | | | | |
| **Role/Contribution to the University** | | |  | | | | | | | | | | |
| **Terms of Appointment** | | | | | | | | | | | | | |
| **Date of Commencement** | | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | | | | | **Finish Date**  *(1 – 3 year term)* | | | | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | | |
| **Recommended payment** *(per annum)*  **plus** a separate payment of 8% holiday pay in lieu of annual leave. | | | | | | | | **$** | | | | | |
| **Percentage Full Time Equivalent** *(Usually less than 10%)* | | | | | | | |  | | | | | |
| **Funding Details** | | | | | | | | | | | | | |
| **Account Number** *(if applicable)* | | | | |  | | | | | | | | |
| **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 Adjunct 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. Send completed documentation to the Human Resources Division 4. The Human Resources Division will refer recommendations to the Staffing Advisory Committee, if appropriate |