Please read the University’s Guidelines for Awarding Honorary Titles before completing this form.: <http://www.otago.ac.nz/administration/policies/otago003222.html>

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| Details of person to be appointed | | | | | | | |
| **Full Name (Including title)** | |  | | | | | |
| **Mailing Address** | |  | | | | | |
| **Email Address** | |  | | | | | |
| **Work Permit Expiry Date** *(if applicable, attach a copy)* | | | | |  | | |
| **Has this person previously been employed by the University of Otago?** | | | | | | | |
| Yes | **If yes, give employee number**  **or dates of previous appointment:** | | | |  | | |
| No | **If no, provide appointee’s Date of Birth:**  *(HR requires this in order to set up a new username for Library access)* | | | |  | | |
| Details of appointment | | | | | | | |
| **Department** | |  | | | | | |
| **Honorary Title** | |  | | | | | |
| **Role/Contribution to the University** | | ***If this is a new appointment:***   * *Outline the expected activities of the recommended appointee* * *Describe how this person’s expertise and activities will be of benefit to the University.* * *List specific projects, collaborators and publications,* * *Provide an up-to-date CV.*   ***If this is a reappointment:***   * *Describe the person’s contribution in the previous Honorary term* * *Outline the expected activities in the requested new term* * *List specific projects, collaborators and publications* * *Provide an up-to-date CV to show the continuing activity* | | | | | |
| **Justification for level of title** | | *Justification is needed in circumstances such as:*   * *Where a new nominee is being recommended for an honorary academic title but does not hold, or has not recently held, an academic title at this level at a similar institution* * *Where the appointment is for a new Honorary Fellow – in this case you should describe the person’s standing in their profession.* * *Where the appointment level is changing (e.g. the nominee has been promoted at their home institution)* | | | | | |
| Term of Appointment | | | | | | | |
| **Start date** | | |  | **End Date**  *(1 – 3 year term)* | | |  |
| *For a new Honorary appointment, the term is one year. Reappointments may be up to three years.* | | | | | | | |
| Approvals | | | | | | | |
| **Head of Department**  **Name & Signature** | |  | | | | **Date** |  |
| **Dean of School**  **Name & Signature** | |  | | | | **Date** |  |
| **Pro-Vice-Chancellor**  **Name & Signature** | |  | | | | **Date** |  |

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| Notes | |
| 1. Consult the [Guidelines for Honorary Titles](http://www.otago.ac.nz/administration/policies/otago003222.html) before preparing this form. 2. Formal offers awarding Honorary Titles can be made only by the Human Resources Division. 3. Send completed documentation to the Human Resources Division as follows: | |
| Honorary Lecturer Honorary Research Fellow Honorary Senior Lecturer Honorary Senior Research Fellow  Honorary Clinical Lecturer Honorary Clinical Senior Lecturer | With Dean or PVC approval:  send the documentation to [hr.services@otago.ac.nz](mailto:hr.services@otago.ac.nz) |
| Honorary Fellow  Honorary Associate Professor  Honorary Clinical Associate Professor  Honorary Research Associate Professor  Honorary Professor  Honorary Clinical Professor  Honorary Research Professor  Honorary Enterprise Fellow | For DVCA, SAC or VC approval:  send the documentation to [rem.admin@otago.ac.nz](mailto:rem.admin@otago.ac.nz) |
| The Human Resources Division will refer recommendations to the Deputy Vice-Chancellor, Staffing Advisory Committee or Vice-Chancellor, as appropriate | |