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 LecturerHonorary Research FellowHonorary Senior LecturerHonorary Senior Research Fellow Honorary Clinical LecturerHonorary Clinical Senior Lecturer | With Dean or PVC approval:send the documentation to hr.services@otago.ac.nz |
| Honorary FellowHonorary Associate Professor Honorary Clinical Associate ProfessorHonorary Research Associate ProfessorHonorary Professor Honorary Clinical ProfessorHonorary Research Professor Honorary Enterprise Fellow | For DVCA, SAC or VC approval:send the documentation to 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 |