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 |