

# HONORARY ACADEMIC APPOINTMENT

## Application form



### INSTRUCTIONS

Before completing this form, please read the University of Newcastle's [Honorary Academic Titles Policy](#) and [Honorary Appointments Procedure](#).

This form can be completed for new applications for honorary appointments.

The University of Newcastle abides by the [Privacy and Personal Information Protection Act \(NSW\) 1998](#) and the [Health Records and Information Privacy Act \(NSW\) 2002](#) in the protection of your privacy in the collection, storage, access, use and disclosure of your personal and health information as outlined in the University's [Privacy Management Plan](#).

### Section 1: Application details

To determine the appropriate honorary appointment category, refer to the [Honorary Academic Titles Schedule](#).

Honorary Category:

Honorary Appointment Title:

College/Division:

School/Unit:

### Section 2: Candidate information

Candidate title:

First name:

Surname:

Email address:

Postal address:

Date of birth:

Emergency contact:

Gender:

Do you identify as:

Current employer:

Employer category:

Current position:

Discipline or field:

ORCID iD:

### Section 3: Qualifications (this section is mandatory)



Certified copies of qualifications attached: Yes

Qualification was awarded by the University of Newcastle: Yes Student Number

For awards obtained overseas, please indicate below the qualification level and the country where the qualification was obtained.

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### Section 4: Criteria (this section is mandatory)

Please demonstrate your achievements relevant to your application in the categories of:

- Teaching;
- Research;
- Engagement.

[Inspiring People](#) can be referenced for determining contributions and engagement activities.

Please indicate your proposed future contributions:

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### Section 5: Curriculum Vitae (CV) (this section is mandatory)

Have you attached your CV with your email application? Yes

### Section 6: References (only to be completed for appointment to the level of Clinical Professor, Conjoint Professor, Honorary Professor, Adjunct Professor and Adjunct Professor of Practice)

NB: Three (3) written references are required with this application from person(s) of international standing, where at least two (2) of the referees must be external to the University and at a professorial level or equivalent. Written references must be obtained by the Faculty/School office and forwarded with this application.

Have three (3) letters of reference been attached with this application? Yes

Referee title and name	Referee position title	Referee contact details
		Email

### Section 7: Contribution and support (Head of School or University delegate to complete)

Please indicate the primary function of this appointment:

Please select below the areas of contribution applicable to this application:

- |  |   |
|--|---|
| Small group teaching and tutoring                  | Preparing and presenting fixed resource sessions or lectures. |
| Working problem tutoring                           | Preparing and marking written assessments                     |
| Viva assessment                                    | University postgraduate supervision (coursework and research) |
| Attendance at Faculty or School Committee meetings | Curriculum development  |
| Research   | Other or special projects                                     |

Please enter details regarding other contributions or special projects:

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### Section 8: Indicative support

The resources available for this appointment will be confirmed in the Letter of Offer.

Please indicate any specific requirements for support. For example specialised equipment.

### Section 9: Candidate acknowledgment

Candidate Name:

Date:

Candidate signature:

### Section 10: Recommendation of Head of School or equivalent

Appointment to level/category:

Head of School:

Date:

Head of School signature:

### Section 11: Approval/recommendation of Pro Vice-Chancellor

Appointment to level:

Approve

Not Approve

Appointment to level:

Support

Not Support

Reasons for supporting this application:

Pro Vice-Chancellor:

Date:

Pro Vice-Chancellor signature:

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### Section 12: Recommendation of Pro Vice-Chancellor (Academic Excellence) to appointment at professorial level

Appointment to level:

Support                  Not support

Reasons for supporting application:

**Pro Vice-Chancellor:**

**Date:**

**Pro Vice-Chancellor signature:**

### Section 13: Approval of Vice-Chancellor

Appointment to level:

Approve                          Not Approve

Reasons for supporting application:

**Vice-Chancellor:**

**Date:**

**Vice-Chancellor signature:**

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### Section 14: Supplementary endorsement for School of Medicine and Public Health (SMPH) applications only

#### Application endorsement

I have discussed with the candidate and endorse this application for an honorary appointment at the University of Newcastle.

**Head of Discipline:**

**Date:**

**Head of Discipline signature:**

**Clinical Dean:**

**Date:**

**Clinical Dean Signature:**

For candidates who do not have a current clinical appointment

**Head of Discipline or HMRI Research Program Leader**

**Date:**

**Head of Discipline or HMRI Research Program Leader signature:**