The completed and approved form with CV must be entered as a contingent worker by the Institute or Research Centre in Workday for a confirmation of appointment letter to be sent to the approved nominee. Contact Employee Services for support or refer to the relevant quick reference guide.

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| **Nominee information** |
| Title  |  | First name  |  | Surname |  |
| Current position |  | Date of birth | Click or tap to enter a date. |
| University/Institution |  |
| Postal address |  |
|  |
| Phone  |  | Email |  |
| Will the appointee be based at/work from a Federation University Australia campus? If yes, select the relevant campus |  |

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| **Academic or research staff member proposing appointment** |
| Name  |  | Position title |  |
| Institute/Centre |  |
| Phone |  | Email |  |

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| **Category** | [ ]  New appointment | [ ]  Renewal of appointment |
| Type | [ ]  **Honorary appointment**[Honorary definitions](https://policy.federation.edu.au/people_and_culture/procedures/hav_appointments/ch01.php)[ ]  Emeritus Professor (Council Approved)[ ]  Professor[ ]  Senior Teaching Fellow[ ]  Senior Research Fellow [ ]  Teaching Fellow [ ]  Research Fellow | [ ]  **Adjunct appointment**[Adjunct definition](https://policy.federation.edu.au/people_and_culture/procedures/hav_appointments/ch01.php)s[ ]  Professor [ ]  Associate Professor[ ]  Senior Teaching Fellow[ ]  Senior Research Fellow [ ]  Teaching Fellow [ ]  Research Fellow[ ]  Senior Industry Research Specialist[ ]  Senior Industry Practitioner[ ]  Senior Research Specialist[ ]  Senior Practitioner |

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| Term | **Start date:** Click or tap to enter a date. | **End date:** Click or tap to enter a date. |
| Curriculum vitae | [ ]  Current copy of the nominee’s curriculum vitae is attached. |

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| **Reason for appointment or re-appointment** |
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| **Approval** |
| Institute Executive Dean/Research Centre Directors  | [ ]  **I recommend** the appointment of this nominee[ ]  **I do not recommend** the appointment of this nominee | Signature |  | Date | Click or tap to enter a date. |
| Print name |       |
| **Approval for nominations from Research Centres only** |
| ProVice-Chancellor, Research and Innovation | [ ]  **I recommend** the appointment of this nominee[ ]  **I do not recommend** the appointment of this nominee | Signature |  | Date | Click or tap to enter a date. |
| Print name |       |

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| **Approval for all nominations**  |
| Vice-Chancellor | [ ]  **I recommend** the appointment of this nominee[ ]  **I do not recommend** the appointment of this nominee | Signature |  | Date | Click or tap to enter a date. |
| Print name |       |

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| **Emeritus Professor appointments only**  |
| Council | [ ]  **I recommend** the appointment of this nominee[ ]  **I do not recommend** the appointment of this nominee | Signature |  | Date | Click or tap to enter a date. |
| Print name |       |