

SCHEDULE C: HONORARY APPOINTMENT NOMINATION FORM



1. HONORARY APPOINTMENT NOMINATION

- New appointment
 Renewal of appointment

Please indicate the type of appointment:

- Honorary Fellow
 Adjunct Associate Professor
 Adjunct Professor
 Honorary Associate Professor
 Honorary Professor

2. NOMINATING PERSON/S DETAILS

School	
Faculty	
Full Name	
Position Title	

3. AREA CONTACT *(Staff member who will be responsible for setting up IT and email account for nominee)*

Full Name	
Position Title	

4. NOMINEE DETAILS

Title	
First name	
Surname	
Email address	
Postal Address	
Nominee's current position (include name of Institution / organisation)	
Academic and other formal qualifications	
Area of relevant expertise	

5. RATIONALE FOR THE APPOINTMENT:

1. Statement of how the appointment is expected to contribute to the University's strategic objectives:

2. The proposed duties to be performed by the candidate:

3. Statement regarding how the nominee meets the criteria for appointment, i.e:

- Adjunct Professors must be persons who do not hold an academic appointment, are external to the University and whose outstanding achievement in their field of expertise may be equated to the level of achievement required for appointment to a Chair;
- Honorary Fellows must be persons external to the University whom the University wishes to recognise because of their significant contribution to the teaching, research or scholarship of the University and their considerable academic or professional standing;
- Honorary Professors and Honorary Associate Professors are persons who hold or have held substantive appointments as professors or associate professors respectively:

4. For renewal appointments – a statement regarding the contribution the person has made in his/her previous term:

Proposed term of the appointment (appointment is normally for a term of up to three years):

- 3 years
 Other (please specify)

6. INSTRUCTIONS FOR COMPLETING THE NOMINATION FOR HONORARY APPOINTMENT FORM:

Please attach a copy of the nominee's curriculum vitae to this nomination form.

The Head of School or equivalent and the Deputy-Vice Chancellor or Executive Dean must sign the nomination form and submit to Human Resources.

NB: Nomination forms are not to be completed by the nominee.

Head of School or equivalent (name):		Signature		Date	
Nominating DVC or Executive Dean (name):		Signature		Date	

Privacy: Deakin University manages personal information in accordance with the Privacy and Data Protection Act 2014. You may gain access to your personal information held by the University. Requests for access are managed under the Freedom of Information Act 1982. To view the University's Information Privacy Policy go to <http://theguide.deakin.edu.au/> or contact the Privacy Officer at privacy@deakin.edu.au.

Submit completed nomination form with accompanying CV to:

Matt Cornell
HR Adviser (Recruitment & Employment)
Human Resources Division
Melbourne Burwood Campus
honorary-appointments@deakin.edu.au

All new and renewal appointments are considered on a monthly basis. Nominations submitted prior to the first Friday of the month will be considered in the same month. Nominations received after this will be considered the following month. Renewal appointments are required to be submitted two months prior to the expiry of their current appointment.

For further details and nomination due dates please visit the [Honorary and Conjoint appointments](#) wiki page.