



# Visiting Scholar and Visiting Professor (less than 12 months) Appointment Form

Please note that this form is *not* to be used for Visiting Professor Appointments of 12 months or more.

## Recommendation

To (Dean): \_\_\_\_\_ From (Head): \_\_\_\_\_

I recommend the appointment/reappointment of the below person as a (please tick appropriate appointment level below.)

Visiting Professor, less than 12 months<sup>1</sup>

Visiting Scholar<sup>2</sup>

The appointment will be with the Department/School of (please specify): \_\_\_\_\_

\_\_\_\_\_ starting on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and ending on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Details of the expected contribution, responsibilities, and rights/privileges (i.e. computer account, office space, library card).  
Attach additional pages if required.

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Details of travel, accommodation, etc costs to be reimbursed and/or living allowance to be offered (if applicable):

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\_\_\_\_\_ Account to be debited: \_\_\_\_\_

## Appointee's Details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nationality<sup>3</sup>: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Qualifications: \_\_\_\_\_

Current Position/Institution: \_\_\_\_\_

(tick to confirm) **A full curriculum vitae including employment history and formal qualifications is attached.**

<sup>1</sup> The title of Visiting Professor may be conferred on a Professor from another university, or a person with equivalent status, who is visiting a department. The Visiting Professor would be expected to make a substantial contribution to the teaching and/or research/scholarship/creative work of the University. Expected contribution, responsibilities/rights and privileges will generally be higher for Visiting Professors than for Visiting Scholars.

<sup>2</sup> The title of Visiting Scholar may be conferred on an academic visitor with whom it is desirable that the department have a formal association, on a short-term basis, without that person necessarily making a major contribution to the research/scholarship/creative work or teaching programs. Expected contribution, responsibilities/rights and privileges will generally be lower for Visiting Scholars than for Visiting Professors.

<sup>3</sup> NB for overseas visitors the appropriate immigration requirements must be fulfilled. Please discuss with the HR Service Centre.

## Authorisation

### A. For all Visiting Scholar appointments:

Head's Recommendation:

<i>Name of Head</i>	<i>Signature</i>	<i>Date</i>
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Dean/ Executive Dean approval

The appointment/reappointment is (please circle): Approved / Not approved

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<i>Name of Dean/ Executive Dean</i>	<i>Signature</i>	<i>Date</i>
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### B. For Visiting Professor appointments of up to 12 months duration:

Head's Recommendation:

<i>Name of Head</i>	<i>Signature</i>	<i>Date</i>
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Dean/ Executive Dean authorisation

The appointment/reappointment is (please circle): Recommended / Not recommended

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<i>Name of Dean/ Executive Dean</i>	<i>Signature</i>	<i>Date</i>
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*The completed appointment form and attached documentation is to be forwarded to the HR Service Centre (G12).*

## HR Service Centre Use Only

Details of this appointment have been checked and recorded as required.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<i>Name of HR Service Centre team member</i>	<i>Signature</i>	<i>Date</i>
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