Prefix Name Surname
Offer of Appointment – Request for the Vice-Chancellor’s Approval

1. Purpose

The Vice-Chancellor’s approval is sought for the appointment of Professor [Name Surname] to the position of [Professor (Level E) / Position Title (Level E)] in the [Department / School] for the period [new contract start date] to [new contract end date].

2. Background and Discussion

[Provide the background and reasoning for seeking a further appointment of a Professor. Include:

- Relevant information about the employee (e.g., brief employment history with the University, significant contributions, etc.)

- Relevant information about the position (e.g., duties, expectations, KPIs).

- Other relevant information as appropriate]

Attachments (below)
A: Supporting documentation/emails A
B: Supporting documentation/emails B