



Recruitment

Prefix Name Surname

Offer of Appointment – Request for the PROVOST Academic Approval

1. Purpose

The PROVOST Academic 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

HR Handbook	Recruitment	Effective Date:	1 October 2014	Version 1.0
Authorised by	Associate Director, HR Shared Services	Review Date:	1 October 2017	Page 3 of 3
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Attachment A

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