

DISCIPLINE/DEPARTMENT HEAD APPOINTMENT REQUEST FORM

PLEASE COMPLETE AND FORWARD TO:
Human Resources Branch, Division of Services and Resources

This form should be completed for the appointment of a Discipline/Department Head following an election process in accordance with the [Discipline/Department Head Election Procedure](#).

STAFF MEMBER DETAILS

Staff ID: _____ School/Branch: Work phone:.....
 Title: Family name: Given names (in full):

APPOINTMENT DETAILS

Position title: Position No (if known):.....
 Name of current incumbent (or previous if applicable):
 Period of appointment: Start: End date:.....
 The Role Statement for the position is attached

RESPONSIBILITY LOADING (if applicable)

Loading amount: \$..... **(please provide the full-time equivalent per annum amount.*
(This will be pro-rated for part-time staff)

*The loading will be expressed as a fixed dollar amount that does not increase with salary increments or with pay increases to the base salary.

RECOMMENDATION

Head of School

Name:Signature:Date:

STAFF MEMBER'S DECLARATION

I, accept the appointment as described above and in the attached Role Statement. I agree that all other terms and conditions of my employment remain unchanged.

Signature: **Date:**

Please retain a copy for your own records

FINANCIAL CONSIDERATION (for responsibility loading)

Faculty/School/Branch (Finance Manager):

This loading can be funded from existing budget:

- Yes**
- No** (If No, where with the budget come from?)

Name: Signature:..... Date:

AUTHORISATION

Executive Dean

- Approved**
- Not approved**

Name: Signature:..... Date:

*The Vice-Chancellor & President's approval is required for loadings of more than 25% of salary.

(Refer to [Loadings, Allowances and Performance Bonus Procedures](#) for details).

On receipt of this form in the HR Branch, arrangements will be made to provide relevant documents to the Vice-Chancellor & President.