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| **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.](http://www.adelaide.edu.au/policies/177/?dsn=policy.document%3Bfield%3Ddata%3Bid%3D5554%3Bm%3Dview)

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| **STAFF MEMBER DETAILS** |
| Staff ID: School/Branch: ................................................................................. Work phone:............................  Title: ...................... Family name: ......................................................... Given names (in full): ............................................................... |

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| **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 |

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| **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. |

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| **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* |

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| **Recruitment Handbook** | **Discipline/Department Head Election Procedure** | **Effective Date:** | **5 February 2016** | **Version 1.0** |
| **Authorised by** | **Chief Operating Officer and Vice-President (Services and Resources)** | **Review Date:** | **5 February 2019** | **Page 1 of 2** |
| **Warning** | **This process is uncontrolled when printed. The current version of this document is available on the HR Website.** | | | |

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| **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: ...................... |

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| **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](http://www.adelaide.edu.au/hr/handbook/rem-ben/bonus/) for details).  On receipt of this form in the HR Branch, arrangements will be made to provide relevant documents to the Vice-Chancellor & President. |

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