## Human Resources

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

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| **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** |
| **Warning** | **This process is uncontrolled when printed. The current version of this document is available on the HSW Website.** | | | |

**Attachment A**

##### **Attachment B**