

# HONORARY ACADEMIC APPOINTMENT Process flowchart

[Version updated: 30/06/2022]

Prospective Honorary appointee completes application form and forwards to:  
sonm-hos@newcastle.edu.au

Application progresses through School approval process.

HOS endorsed application forwarded to CHMW PVC Unit for PVC review and endorsement.

Application reviewed by CHMW PVC and sent back to the School office if any additional information is required.

Associate Lecturer, Lecturer, Senior Lecturer & Associate Professor

Level A-D

Application is approved/declined by PVC

Professor & Professor of Practice

Level E applications reviewed by PVC.

PVC endorsed Application returned to School

PVC endorsed applications forwarded for further endorsement by the Pro Vice-Chancellor (Academic Excellence).

Level A-D PVC endorsed applications uploaded to SharePoint.

Application forwarded for review and approval by VC

- School prepares and forwards letter of offer to successful applicant.
- Copy of signed letter/PVC endorsed application/CV/qualifications forwarded to HRS

VC approved/declined application returned to School office

- School sends CHMW Honorary Appointment Induction & SONM Contacts/Resource booklets
- HRS sends Honorary appointee HR access code

- School prepares and forwards letter of offer to successful applicant.
- Copy of signed letter/PVC/PVC(AE) & VC endorsed & approved application/CV/qualifications forwarded to HRS