

HONORARY APPOINTMENT FOLLOWING CESSATION



This form is for Academic Staff who are applying for an Honorary Appointment following a cessation, including fixed term contract, early retirement scheme (ERS) or retrenchment.

Please note that this form can only be used for honorary appointments to the same or lower level of the substantive role. Recommendations to appoint to a higher level must follow the Academic Promotions Policy and Procedure.

1. STAFF MEMBER TO COMPLETE

Staff Number

Surname

First Name

Personal email address

My last working day is close of business on:

Signature

Date

2. HONORARY APPOINTMENT

Staff member is taking an honorary appointment following the cessation of employment.

To determine the appropriate honorary appointment category, refer to the [Honorary Academic Titles Schedule](#).

Honorary Category:

Honorary Appointment Title:

College/Division:

School/Unit:

Primary work function:

Please provide a statement outlining contributions to the University that you will be making during the period of the honorary appointment in one or more of the following areas: teaching, research and/or engagement.

3. ACKNOWLEDGEMENT BY HEAD OF SCHOOL

I support an honorary appointment. Comments:

Head of School

Head of School Signature

Date

4. HONORARY APPOINTMENT APPROVAL

Pro Vice-Chancellor

Pro Vice-Chancellor Signature

Date

Level E Appointment

Pro Vice-Chancellor (Academic Excellence) Comments:

Pro Vice-Chancellor (Academic Excellence)

Pro Vice-Chancellor (Academic Excellence) Signature

Date

Vice-Chancellor

Vice-Chancellor Signature

Date

Please attach a copy of the Honorary Appointment Letter of Offer to enable processing.

Please forward this form to Human Resource Services as soon as possible to avoid overpayment of salary.

Information collected on this form will be recorded in the University's Human Resource database (Ascender) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your separation from the University. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).

Return approved form with Letter of Offer
to your HR Client Services Advisor

Updated November 2023