



**BUSINESS SCHOOL NOMINATION FOR VISITOR AND HONORARY
APPOINTMENT (other than Senior Honorary (Research) Fellows)**

Business School approval is required for **all** visitors and honorary appointments to the School. The Deputy Dean is the delegated authority for approving visitors.

NOTE: Seminar presenters are not viewed as visitors.

Please complete this nomination for approval and submit along with the required documentation. Incomplete nominations will be returned to the discipline.

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Stay of less than one month (not a visiting or honorary university appointment) or visitor on an Occupational Trainee visa: complete Section 1

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Stay of one month or over (for a Visiting or Honorary Appointment): complete Section 2

Section 1: For visitors staying less than one month

Academic requesting approval	
Discipline	
Name of visitor	
Title of visitor	
Period of appointment	

Please tick the boxes to confirm that the following required documentation is included:

- | | | | |
|----|----------------------------------------------------------------------------------|--------------------------|-----|
| 1. | Professional and academic qualifications included in a curriculum vitae | <input type="checkbox"/> | |
| 2. | Proposed teaching and research activities at UWA | <input type="checkbox"/> | |
| 3. | Justification from the Head of Discipline | <input type="checkbox"/> | |
| 4. | Justification of financial arrangements for the visit (circle if not applicable) | <input type="checkbox"/> | N/A |

Section 2: For visitors staying more than one month or an honorary appointment (other than Senior Honorary (Research) Fellows)

[http://www.hr.uwa.edu.au/policy/toc/recruitment_and_selection/visiting_and_honorary_appointments_\(other_than_senior_honorary_\(research\)_fellows\)](http://www.hr.uwa.edu.au/policy/toc/recruitment_and_selection/visiting_and_honorary_appointments_(other_than_senior_honorary_(research)_fellows))

Nominations for visiting appointments of more than one month or honorary appointments may be submitted at any time but at least 6 weeks prior to arrival.

Academic requesting approval	
Discipline	
Name of visitor	
Recommended level of appointment (only three levels are applicable at UWA)	<input type="checkbox"/> Visiting Professor <input type="checkbox"/> Visiting Fellow <input type="checkbox"/> Visiting Research Fellow
Period of appointment	

Please tick the boxes to confirm that the following information is included:

1. Human Resources Recommendation to Offer Visiting Appointment Contract form and accompanying documentation ☐
http://hr.uwa.edu.au/_data/page/9531/Visiting_Appointment_Contract.pdf
2. Justification from the Head of Discipline, including intended area of research and collaborators at the Business School. ☐
3. Justification of financial arrangements for the visit (circle if not applicable) ☐ N/A
4. Letter from the home institution, including dates, (see below)* ☐

**Due to a request from the Department of Immigration and Multicultural and Indigenous Affairs, all future visiting academics will be required to submit a letter from their home institution confirming that they are an academic (not a student) and will be taking sabbatical for the duration of their appointment as a Visiting Academic in Australia, and confirming that they will be returning to their full-time employment when the visiting appointment concludes.*

Please submit nominations for approval to:

Lynne Brown, Administrative Officer (Deputy Dean) M252

Note: Incomplete nominations will be returned to the discipline.

Deputy Dean: _____ Signature Date: _____

The Team Manager will assist the academic with

- submitting the application to the AO for processing

The AO will

- generate a letter to HR (signed by the Deputy Dean) requesting an official invitation
- scan the letter and all documentation above and email to discipline Team Manager and Academic Services Manager.
- enter visitor details on the Visitor Database in SharePoint
- send all original documentation to Human Resources with a copy to the Head of Discipline