



## Notification of Adjunct Appointment

### Instructions for Completing



#### When to use this form

This form is to be used to advise HR Operations, Human Resources Division, when an appointment or re-appointment (unpaid or paid) is being made to any of the following positions:

- Adjunct Lecturer
- Adjunct Senior Lecturer
- Adjunct Clinical Associate Professor
- Adjunct Associate Professor
- Adjunct appointment as Professor
  
- Adjunct Junior Research Associate
- Adjunct Research Associate
- Adjunct Research Fellow
- Adjunct Senior Research Fellow (equivalent level C)
- Adjunct Senior Research Fellow (equivalent level D)
- Adjunct Principal Research Fellow



#### Monash Identification Cards or IT access (if required)

- Identification cards will be available from HR reception or Student Services following appointment.
- To arrange for IT access, please contact your local IT systems area.



#### Where and when to send this form

The form is to be completed, signed and forwarded to HR Operations either:

- **prior** to the Adjunct staff member commencing their association with the University; or
- where the offer is for a re-appointment, at least 6 weeks **prior** to the expiry of the existing appointment.

All letters of appointment together with relevant documentation will be forwarded to the adjunct staff member by HR Operations.



#### Policy and Procedure references

Adjunct Appointments:

<http://www.adm.monash.edu.au/workplace-policy/other-appointments/adjunct/>



#### Position numbers

In order to **search** existing position numbers or request to **create, change** or **delimit** positions in an organisational unit refer to:

<http://sssd.adm.monash.edu.au/opm/login.asp>



#### Please note

Give careful consideration to the information provided.

- This information may be used for official organisational reporting purposes (to statutory bodies).
- Whilst Adjunct appointees remain active in SAP they will continue to have IT/security settings established. Please notify HR Operations if the cessation date changes.



#### 4. Recommendation for Part-Time, Fixed Term Employment

(ONLY COMPLETE THIS SECTION IF IT IS PROPOSED TO EMPLOY THE APPOINTEE ON A PART-TIME, FIXED TERM BASIS)

##### Period of Employment

Employment Start Date      Employment End Date  
/ / 20                      / / 20

##### Reason for Fixed-Term Employment

If specific task or project please provide a brief description

##### Employment Type


Part-Time Fraction                      Hours per week

##### Employment Level

Pay Scale Group (Classification Level)                      Level (Step)

Annual full-time salary rate      Annual pro rata salary rate

##### Superannuation


 For further information

Please indicate which superannuation will apply  
%

##### Probation


Refer to Workplace Policies and Procedures (WPP) at:  
<http://www.adm.monash.edu.au/workplace-policy/performance-development/probation/>

Will a probation period apply to this position?

 If **YES**, please provide length of probation period  
If **NO**, why?

##### Authority to Work

Does the appointee have authority to work in Australia under this appointment?

 If **YES**, please provide the residential status  
If **NO**, please provide details of the proposed visa arrangements

The original **VISA** must be sighted and a copy signed by the organisational unit. Please attach copy to this form.

#### 5. Authorisation of Organisational Unit

In recommending this appointment I am satisfied that:

1. The person named in Section 2 is not under any re-employment restrictions with Monash University or one of its controlled entities and where appropriate, details of any agreement signed in the past 5 years are set out in the attached statement.
2. The person named in Section 2 is appropriately qualified and/or experienced to carry out the proposed duties and is an Australian citizen, permanent resident or has a visa authorisation allowing this appointment.
3. I certify that funds are available for the duration of any **fixed-term appointment**.

**Authorisation 1 -  
Head of Department/Organisational Unit**  
Signature

Date  
/ / 20

Name    Telephone Number

**Authorisation 2 -  
Dean or equivalent**  
Signature

Date  
/ / 20

Name    Telephone Number

##### Checklist

Please use the checklist below to ensure all necessary information has been included on the form and the appropriate documentation is attached.

##### All Appointments

- If the recommended appointee is a former Monash University (or Monash controlled entity) staff member and subject to re-employment restrictions please contact your designated HR Advisor in HR Operations before submitting this form.
- If consideration of a Police Records check was required before appointment, has the Police Record check been assessed and deemed suitable for the role?
- If consideration of a Working with Children check was required before appointment, have you attached a Working with Children check form?

##### If applicable,

- Have you attached the relevant Change of Work Schedule/Fraction Form, available at:  
[www.adm.monash.edu.au/workplace-policy/forms/](http://www.adm.monash.edu.au/workplace-policy/forms/)

#### FOR HR OPERATIONS USE ONLY

Processed		Date	/ / 20	Checked		Date	/ / 20
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For assistance please contact HR Inquiries on 990 20400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800  
Human Resources Division Privacy Collection Statement is located at:

[www.privacy.monash.edu/guidelines/collection-personal-information.html#hr](http://www.privacy.monash.edu/guidelines/collection-personal-information.html#hr)