



Recommendation for Appointment Senior and Executive Positions

New appointment Contract renewal

Position title Position number Fraction Full time Other

Faculty/Division/Office School/Section/Centre

Supervisor's name Supervisor's position title Supervisor's position no

Campus I confirm that space is available on the selected campus (space enquiries should be lodged via a [BEIMS request](#))

If new appointment, what potential campus space have you identified? Building no. Room no.

Recommended candidate

Applicant recommended for appointment/renewal Start date End date

Referee checks to be undertaken by

Remuneration

Remuneration to be offered:
Level Median -20% Median -15% Median -10% Median -5% Median

Allowance type (if applicable): Market Retention Responsibility

Paid as: % of remuneration (will increase with any future remuneration increases) Specify %
 Flat rate (fixed irrespective of future remuneration increases) Specify \$

Reason for allowance

Conditions/considerations

Probation Standard N/A as contract renewal Other (specify below)

Other probation (please specify)

Relocation Yes No

Special conditions (specify below)

Additional information or notes

Please list all panel members present

Approval

This panel has agreed to the above recommendations, subject to satisfactory reference checks. The panel members considered all applicants carefully and have acted in accordance with the [University's Staff Recruitment and Selection Policy](#).

I have read the [Conflict of Interest Procedure](#) and confirm there is no conflict of interest associated with this appointment (for example, there must not be a personal/family relationship with someone in the area)

Presiding Officer _____
Name Signature Date

Subject to satisfactory reference checks, I authorise an offer of employment being made to the recommended candidate.

In the event that the eligibility list is activated, I authorise an offer of employment being made to the first candidate on the eligibility list subject to satisfactory reference checks.

I have read the [Conflict of Interest Procedure](#) and confirm there is no conflict of interest associated with this appointment (for example, there must not be a personal/family relationship with someone in the area)

Band 8
for Senior Leaders (SNR04-05)

Band 9
for Deputy Vice-Chancellors
Chief Operating Officer
Executive Leaders (SNR01-03) _____
Name Signature Date

Band 11
for Vice-Chancellor
Internal Auditor
University Secretary