

# VISITING ACADEMIC INVITATION – HR20

Please refer to the Guidelines for Visiting Academics  
This form can also be used for renewals



# UNSW

## Details of Proposed Visitor

**(CV must be attached with this proposal)**

Title:

First Name(s):

Family Name:

Current Appointment:

Contact Address:

Email:

Telephone:

Facsimile:

**Please submit completed forms and attachments to your faculty Human Resources Consultant**

Human Resources Central Office  
1<sup>st</sup> Floor, The Chancellery  
Telephone: +61 (2) 9385 2711  
Facsimile: +61 (2) 9662 2832

## Location of Visit

School/Unit/Centre

Faculty:

## Person Recommending Visit

Title:

First Name(s):

Family Name:

Position Title:

School/Unit/Faculty:

Email:

Telephone:

Facsimile:

## Category and Level for Invitation– please circle appropriate title

ACADEMIC LEVEL	VISITING TITLE
A	Visiting Fellow
B	Visiting Fellow
C	Visiting Fellow
D	Senior Visiting Fellow
E	Professorial Visiting Fellow



**Provide details of how the visit will be of manifest advantage to the University in fulfilling its primary functions of teaching and research or, exceptionally, in meeting its wider obligations to the community.**


**Could the purpose of the visit be more appropriately met by another category of appointment?**


### **STATEMENT OF CONTRIBUTION OF PROPOSED VISIT**

**Please indicate the contribution that the Visitor will make to the School.**


**Are the Visitor's substantive employment arrangements sufficiently flexible to allow for effective discharge of the above obligations? (Strike through if not applicable)**


<b>What arrangements have been made or are contemplated for the ownership of any intellectual property that might arise from the Visitor's collaboration.</b>
<b>Is there any potential for the proposed appointment to impact upon the reputation of the University and, if so, how will this be addressed?</b>

**In the case of a renewal this section also need to be completed**

<b>Work plan associated with proposed extension of the appointment and its potential benefit to the school:</b>

<b>Dean, for your concurrence and comment:</b>

**Recommendation and Approval**

<b>Recommendation - Head of School</b>		
Name:	Signature:	Date: / /
<b>Approval - Dean (Academic Levels A-E)</b>		
Name:	Signature:	Date: / /

**Forward completed form and CV to your faculty Human Resources Consultant**

<b>Deputy Vice-Chancellor (Academic) (Academic Levels D-E ONLY)</b>		
Name:	Signature:	Date: / /