Adjunct Appointments - Levels D & E – Flow Chart

- UNE Academic staff member (or HoS) identifies individual as potential collaborator with UNE through an Adjunct or Honorary Associate Appointment.
- Academic staff member suggests nomination to HoS

With preliminary approval from HoS, UNE Academic (now considered to be Nominee’s UNE Academic contact) & Nominee complete appropriate Adjunct Appointment form below, submits to School for HoS signed approval - (all forms can be found on the website)
  - Adjunct D & E Nomination Form
  - Current Curriculum Vitae

- HoS approves the application
  - Signs above form/s
  - School submits all documentation to hrs-academincservices@une.edu.au

Committee approves nomination

- Confirmation letter & Terms and Conditions are generated by HRS and emailed to Adjunct and School.
- Adjunct signs and returns Terms and Conditions to hrs-academincservices@une.edu.au

- HRS enters Adjunct on system
  - HRS copies signed terms and conditions to School, Research Services, Library, SA&S with IT set up form link.

Committee rejects nomination: HRS Academic Services advises School of unsuccessful outcome. School is responsible for advising nominee.

- School sets up IT access for Adjunct
  - HRS saves all documentation to TRIM.

Please note Adjunct Appointment nominations have a processing time of 10 business days once Adjunct Appointments Committee minutes have been approved by the Chair.