



Recommendation to Appoint

Adjunct Professional/Administrator

Admin Contact Person in Faculty/School/Centre

Name	Phone	Email

Applicant Details (Current CV of applicant MUST be attached when submitting this form)

Courtesy Title	Given Name(s)	Family Name	
Date of Birth	Telephone Number	Email Address (non Charles Sturt)	
Gender	Address (non CSU)		
City	State	Postcode	Country

Appointment details

☐ New appointment	☐ Renewal	Staff Number	
Position Title	Campus	With a partner institution?	
Faculty/Division/Office	School/Section/Centre		
Appointment From	Appointment to (Max 5 years)	Notional Appointment Fraction %	
Name of Supervisor	Supervisor's Email Address		
Duties to be undertaken	If "Other" please describe the main tasks/activities (max 250 characters):		
Any charges incurred by the appointee during the duration of their visit e.g. internet usage costs, should be charged to account code:			

Privileges

Library Services (CSU card required)	☐ Yes ☐ No	On-site Building & Facilities Access (CSU card required)	☐ Yes ☐ No
IT Access	☐ Yes ☐ No		

Endorsement and Authorisation

Endorsement:

Endorsement of the Head of School/Director before submitting for approval. Attach applicant's current CV to email when submitting.

Head of School or
Director

Name

Signature

Date

Submit for
Approval

Authorisation:

In the event that the appointee incurs any work-related costs whilst associated with the University, I hereby guarantee that the Faculty/School/Section/Centre will accept responsibility for payment of same.

Band 7

[Who is this?](#)

Name

Signature

Date

Submit via email to
vastaff@csu.edu.au
(with current CV)