



Recommendation for Appointment Senior and Executive Positions

New appointment Contract renewal

Position title <input style="width: 95%;" type="text"/>	Position number <input style="width: 95%;" type="text"/>	Fraction <input type="checkbox"/> Full time <input type="checkbox"/> Other <input style="width: 40px;" type="text"/>
Faculty/Division/Office <input style="width: 95%;" type="text"/>	School/Section/Centre <input style="width: 95%;" type="text"/>	
Supervisor's name <input style="width: 95%;" type="text"/>	Supervisor's position title <input style="width: 95%;" type="text"/>	Supervisor's position no <input style="width: 40px;" type="text"/>
Campus <input style="width: 95%;" type="text"/>	<input type="checkbox"/> 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. <input style="width: 40px;" type="text"/> Room no. <input style="width: 40px;" type="text"/>		

Recommended candidate

Applicant recommended for appointment/renewal <input style="width: 95%;" type="text"/>	Start date <input style="width: 95%;" type="text"/>	End date <input style="width: 95%;" type="text"/>
Referee checks to be undertaken by <input style="width: 95%;" type="text"/>		

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