**HUMAN RESOURCES**

**EXECUTIVE APPROVAL TO REAPPOINT**

**FULLY FUNDED RESEARCH AND EXTERNALLY FUNDED APPOINTMENTS ARE EXEMPT FROM THIS PROCESS**

Extensions of appointments beyond 31 December 2015 must now be approved

By the relevant authority prior to submission to Human Resources.

Relevant Authorities:

|  |  |
| --- | --- |
| Name | Title/Areas covered |
| Professor Dawn Freshwater | Senior Deputy Vice-Chancellor  Registrar, Faculties, Energy and Minerals Institute, Risk Management, Planning Services |
| Professor Alec Cameron | Deputy Vice-Chancellor (Education)  Office of the Pro Vice-Chancellor (Education Innovation), Office of the Pro Vice-Chancellor (International), Coursework Studies, IT Services, Student Services, University Library, Student Residences, Information Governance Services, Academic Policy Services |
| Professor Robyn Owens | Deputy Vice-Chancellor (Research)  Institute of Advanced Studies, Centre for Water Research, Office of Research Enterprise, Oceans Institute, Graduate Research School, Office of the Pro Vice-Chancellor (Health and Medical Research), Office of the Pro Vice-Chancellor (Research) |
| Professor Kent Anderson  *(from 6/10/14)* | Deputy Vice-Chancellor (Community and Engagement)  Marketing and Communications, Development and Alumni Relations, UWA Publishing, PIAF, UWA Cultural Precinct, UWA Extension |
| Ms Gaye McMath | Chief Operating Officer  Campus Management, Financial Resources, Human Resources, Venue Management |

POSITION DETAILS

Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Current Occupant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(if applicable)* |

School/Centre/Administrative Department *(in full)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work type *(casual/part-time/full-time/sessional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FTE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is there adequate funding for this appointment? [ ] Yes [ ] No

BU/PG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HUMAN RESOURCES

EXECUTIVE APPROVAL TO REAPPOINT *(page 2)*

BUSINESS CASE FOR RENEWAL OF APPOINTMENT *(attach sheet if more space needed)*

Where there is a genuine need to recruit, a business case will need to be made to the relevant Executive member and will include the following to inform the decision making process:

* possible alternatives to filling a vacant position;
* whether an ongoing appointment is appropriate;
* budget implications;
* the potential for the Functional Review outcomes to impact the position or role; and
* consequences of not filling

Business Case

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|  | **Requested by:**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Approved / Not approved (Executive)**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |
| **Endorsed by Dean / Director**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  |