



ADJUNCT PROFESSOR INVITATION FORM (to be used for domestic and international invitees)

For further information on inviting an Adjunct Professor please refer to: http://www.mopp.qut.edu.au/B/B_03_06.jsp

Invitee Details					
Surname			Employee Number (if a previous employee or has been previously invited)		
Given Name (s)					
Title	(eg. Professor/Associate Professor/Dr/Miss/Mr/Mrs/Ms)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Date of Birth is a compulsory requirement in obtaining access to QUT Systems)		
Address					
			State	Postcode	
Telephone	()	Email			
Nationality (for visa purposes if applicable)					
Invitation Details					
Organisational Area		C-Level 1		Campus	
Invitee's Supervisor			Invitee's Supervisor No:		
QUT staff contact name (for queries relating to this invitation)				Ext	
Period of invitation	/ / to / /				
Qualification Details					
<input type="checkbox"/> CV attached (ensure that a current CV is attached to this invitation form)					
Highest qualification obtained (e.g. PhD):			Date conferred:		
Name of Institution:					
Experience that equates to PhD (where PhD is not the highest qualification):					
Position Presently Held by Proposed Adjunct Professor (if appropriate, please provide a brief explanation of the post and the organisation)					
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Brief Statement Supporting Application for Proposed Adjunct Professor (An Adjunct Professor would normally be expected to demonstrate outstanding achievement in one of the following areas: academic leadership, research and scholarship, teaching performance and leadership or professional leadership, and the capacity to make a significant contribution to teaching and research). Please refer to position classification standards for a Professor contained in the QUT Enterprise Bargaining Agreement (Academic Staff) 2005-2008 Schedule 3: http://www.hrd.qut.edu.au/policy/eba/docs/AS_EBA_2005_2008.pdf .					
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Program Proposed (provide details of the proposed program of activities for the duration of the invitation)					
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Statement by a Person (Seconder) Supporting the Proposer's Case

Estimate of Recommended Financial Support

(Cost: Advice on non-payment options are available from: <http://www.frp.qut.edu.au/finserv/clientserv/travel/visiting.jsp>)

(Method of Payment: Provide details of proposed method of non-salary payment if applicable eg payment claim form or HRIS for living allowance)

	Cost	Method of Payment
Airfare (if applicable)		
Accommodation (if applicable)		
Living Allowance (if applicable)		
Salary (if applicable)		
Taxis etc (if applicable)		
TOTAL		

Account Details (compulsory if salary or a living allowance is to be paid via the HR system). An account code should still be provided even if there is no anticipated financial support required.

Finance/Budget Officer (Name & Signature) for each account code

Account Code 1														%					
Account Code 2														%					

For enquiries Finance/Budget Officer (Name) _____ Ext _____

Please ensure that the project account you have provided is valid on the Finance System.

If the salary is to be paid from Activity Codes 61 the project must have prior approval by the Financial Administration Unit (fax ext 81800) before the invitation can be processed. Account code checked and verified by Financial Administration Unit.

Authorising Officer – Financial Administration Unit _____ Date ____/____/____
(Signature)

Member of Institute (if applicable)

If the Adjunct Professor is to be a member of an institute, a separate form needs to be completed and sent to the relevant institute for approval. The form is available at: http://www.hrd.qut.edu.au/toolkit/hrforms/docs/member_of_institute.pdf

Additional Forms (if applicable)

The following forms have been completed and are attached, or have been sent direct to Pay Office :

1. Employment declaration (not required if previous QUT employee with less than 6 week break since employment)
2. Commencement of Duty form
3. Banking Details form (unless previously provided)

Approvals

Invitation is recommended: _____ Date ____/____/____
Proposing academic

Invitation is supported: _____ Date ____/____/____
Head of School/Organisational Area

Invitation is supported: _____ Date ____/____/____
Executive Dean of Faculty

Invitation is approved: _____ Date ____/____/____
Deputy Vice-Chancellor (Academic)

Note: After Deputy Vice-Chancellor (Academic) has approved the invitation, the approval needs to be sent to: HR Department, Level 2, 126 Margaret Street.