**Honorary /Visiting Academic Position Referral Form**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Head of Department |  | Department: | |  | | |
| Initially Referred by (if not HOD direct): |  | New: | Yes  No | | Extension: | Yes No |

Head of Department’s Recommendation in respect of:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Name: |  | | |
| Department: (If Applicable) |  | | | | |
| Institution: (If Applicable) |  | | | | |
| Place of work if not academic Institution |  | | | | |
| Visiting/Honorary/Emeritus Job title/ + level | (NB: “*Visiting” if at a University/ “Honorary” if at a commercial institution)*  > | | | | |
| Email address for letter |  | | | | |
| For tenure in years (Max 3 years unless Emeritus) |  | | | From date\*: |  |
| Personal address if not on CV |  | | | | |
| Succinct summary sentence for letter | *This position is in recognition of your ongoing collaboration with the RVC* ***and*** ………(i.e.) value they will add/skills bring to teaching etc.)  >>> | | | | |

**All applications must include a supporting statement:**

Background, experience, achievements, duties, services or collaborative activities to be undertaken by the individual, the advantages + value likely to be derived by the College, + other relevant matters. Please provide full details of rationale.

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| Signature |  | Date |  |

\*PAG review position applications quarterly. This form should be emailed to the Head of HR Operations with an up-to-date CV at least 4 weeks prior to the meetings (in March June, September and December).