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| Conferral | Renewal |

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|  **Honorary Professor** |   **Adjunct Professor** |   **From a Lower Level** |   **Renewal** |

For **Conferral** - the Head of Organisational Unit and Executive Dean / Institute Director must complete and provide all information and documentation as noted.

* The Letter of Support can be provided by either the Head of Organisational Unit, or the Executive Dean / Institute Director.
* Completed applications are to be forwarded to cap@uq.edu.au

For **Renewal** – complete s1, s2 (d) and (g), then forward to the Faculty/Institute Authorised Officer for endorsement.

* Completed applications are to be forwarded to the relevant HR Professional Services Team

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| s1 - Applicant Information |  |
| Title (Prof, Dr, Mr, Mrs, Ms, etc) |  |
| Full Name |  |
| Postal Address |  |
| Email Address |  |
| Does the Applicant hold a Diplomatic Position / Title? | Yes / No. *If yes, please advise details.* |
| Current CV (must be attached) | *Ensure that the applicant’s current CV is attached to the application (max 6 pages)* |

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| s2 - Head of Organisational Unit Nomination |  |
| Nominating School / Organisational Unit |  |
| Nominating Faculty / Institute |  |
| 1. Letter of Support
 | *A letter of support must be attached to the application.* |
| 1. FOR HONORARY TITLE ONLY:

Statement of Duties and Responsibilities the applicant will undertake if conferred. | *Dot. Point format* |
| 1. FOR ADJUNCT TITLE ONLY:

Provide a summary of the applicant’s standing. |  |
| 1. Detail any existing UQ collaborations.
 |  |
| 1. Detail how the applicant will contribute to the University’s Research, Teaching, and/or Engagement activities.
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| 1. What measures of achievement will be applied?
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| 1. FOR RENEWAL ONLY:

Have the stated measures of achievement been realised? |  |

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| s3 Executive Dean / Institute Director Nomination | *Must complete this section and/or attach a letter of support.* |

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| s4 Signatories |  |

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| Nominator Name (if not Head) | Signature | Date |
| Head of Organisational Unit Name | Signature | Date |
| Executive Dean / Institute Director Name | Signature | Date |