



People&Culture@ND

Change of Academic Role

Across the course of an academic's career, it is possible to change from one type of academic function to another i.e. Teaching and Research, Teaching only or Research only. This form is to be completed when proposing a change of academic function. The Guidelines: Academic Functions should be consulted before proposing a change of function.

SECTION 1 - Academic Employee to Complete

1.1 Surname/Family name First name Employee number

1.2 Faculty School

1.3 Current Academic Function Teaching only Teaching and Research Research only

1.4 Request to Change to New Academic Function Teaching only Teaching and Research Research only

1.5 Employee's Comments on Change of Category
Include information on how the requirements have been met

SECTION 2 - Line Manager or Supervisor (In some cases this may be the Head of School)

2.1 Comments on Change of Category
Include information on how the requirements have been met and how any relevant considerations have been/will be addressed (for example probation or career track implications).

2.2 Recommended Not Recommended Date for Change to Take Effect

2.3 Full name

Signature Date

SECTION 3 - Employee Acknowledgement

3.1 The employee acknowledges, the Line Manager/Supervisors comments and has been advised of the process in relation to their request to change academic function

Full name

Signature

Date

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SECTION 4 - Head of School to Complete

4.1 Head of School's Comments on Change of Category

4.2 Resource and financial implications have been considered Confirmation that current teaching load will not be backfilled

4.3 Recommendation Approved Not Approved

4.4 Head of School's name

Signature

Date

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For further information contact the People and Culture team at P&C@nd.edu.au

PEOPLE AND CULTURE USE

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