



# MEMBER OF INSTITUTE

Form to be used for staff who are employed within a Faculty/Division who are members of a QUT Institute

## APPOINTEE DETAILS

Employee number: \_\_\_\_\_

Title: \_\_\_\_\_ Surname \_\_\_\_\_ Given names \_\_\_\_\_

Current position: \_\_\_\_\_ End date (if fixed-term): \_\_\_\_\_

Current organisational area: \_\_\_\_\_

## APPOINTEE DETAILS

Domain: \_\_\_\_\_  
(if applicable)

Position no: \_\_\_\_\_

Institute: \_\_\_\_\_

Initial Campus: \_\_\_\_\_

Commencement date: \_\_\_\_\_

End date: \_\_\_\_\_  
(End date cannot exceed Faculty/Division appointment end date)

"C" Level\* 1 \_ \_ \_ \_ \_ \* First 6 digits of account code for organisational area

Appointees Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

### Mode of employment

Full-time  Part-time (specify \_\_\_\_\_ hours per week/fortnight)

## POSITION CATEGORY

(tick one box only)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> AC – Academic       | <input type="checkbox"/> LB – Library   | <input type="checkbox"/> TC – Technical/Research |
| <input type="checkbox"/> AD – Administrative | <input type="checkbox"/> NU – Nursing   | <input type="checkbox"/> TR – Trades             |
| <input type="checkbox"/> CL – Cleaning       | <input type="checkbox"/> SE – Security  | <input type="checkbox"/> MK – Marketing          |
| <input type="checkbox"/> CN – Counselling    | <input type="checkbox"/> ON – Other (Non-professional) (please specify) _____ |  |
| <input type="checkbox"/> CO – Computing      | <input type="checkbox"/> OP – Other (Professional) (please specify) _____     |  |
| <input type="checkbox"/> GR – Grounds        |   |  |

## WORK FUNCTION

O – Other  RO – Research Only  TR – Teaching and Research

## ACCOUNT DETAILS

Account Code 1. \_\_\_\_\_ %  
2. \_\_\_\_\_ %

Finance or Budget officer: \_\_\_\_\_ Ext \_\_\_\_\_

## APPROVAL

Reason for recommendation (eg. name of research project):  
\_\_\_\_\_

Approved

\_\_\_\_\_  
Head of Institute \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date