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**PART A**

**PROPOSAL FORM FOR ADJUNCT STAFF**

**APPLICANT DETAILS**

*This application form should be completed by the sponsor and sent to the relevant Faculty Dean or VP Research & Innovation for approval. A comprehensive CV of the proposed candidate must be attached.*

**1. Names and details of the proposed candidate for Adjunct appointee**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Current Employment – Position/Title |  |
| Current Employer/University |  |
| Current Telephone |  |
| Current Email Address |  |

|  |  |
| --- | --- |
| Category of Adjunct appointment  proposed  *(see Policy ­ Academic Criteria)* |  |
| Affiliated School/Faculty (if relevant) |  |
| Affiliated Research Centre (if relevant) |  |
| Term of appointment recommended  (up to a maximum of 4 years) |  |
| Proposed Start Date at TU Dublin |  |

**2. In what ways will the nominee contribute to the enhancement of teaching, research and professional activities at TU Dublin?**

|  |  |
| --- | --- |
| Please outline the intended  contribution/work‐plan |  |

**3. Please indicate the qualities, standing and achievements that the nominee possesses that are deemed appropriate for consideration and those which are considered comparable to those expected at the relevant University level.**

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|  |

**4. Please indicate the financial and resource implications for the School, Research Hub/Centre, in relation to the appointment, as appropriate. Indicate how these needs will be accommodated within existing or projected resources.**

|  |  |
| --- | --- |
| **Resources** | **Budget Code** |
| Office Accommodation |  |
| Equipment Required |  |
| Other Resources |  |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Sponsor’s Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B**

**Approval Form**

The Dean / VP Research & Innovation [delete as appropriate] has assessed this application and agrees that:

1. The candidate will make a significant and distinguished contribution to teaching, research and professional activities at TU Dublin;
2. The proposed activities are appropriate to be carried out in the relevant academic unit/Research Centre or Hub which will host the candidate;
3. The relevant academic unit /Research Centre or Hub can provide the facilities and resources required for the proposed candidate.

**Signature :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Approver’s Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: The application should be forwarded to the Dean of the relevant Faculty for approval. Once approved, the application should be forwarded to the HR Onboarding Manager to write to the individual.**

**PART C**

**Faculty Dean Approval Process**

Faculty Dean has assessed this application and agrees that:

1. The candidate will make a significant and distinguished contribution to teaching, research and professional activities at TU DUBLIN;

2. The proposed activities are appropriate to be carried out in the Academic Unit/Research Centre or

Hub which will host the candidate;

3. The Academic Unit/Research Centre or Hub can provide the facilities and resources required for the proposed candidate.

Signed on behalf of Faculty Dean

**Signature :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Approver’s Signature*

# **Appendix II**

**PROFILE FORM**

**Adjunct Professor/Lecturer/Research Fellow**

**Adjunct Position Title**

(e.g.: Adjunct Professor – Photo Voltaic Research) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adjunct Professor / Lecturer / Research Fellow Profile Summary**

This information may be used on TU Dublin websites & other Promotional Materials.

* The approval of the Adjunct title will be obtained before using this information.
* Please also supply a high resolution image ‐ the preferred format is ‘jpeg’, with a resolution of at least 300dpi (usually ~>1mb in size).

|  |
| --- |
| **Profile (300 words approx.)** |