**Unpaid Title Appointment Process**

**New Appointments:**

1. Complete SPH Unpaid Title Appointment form (New) – 2 sections, 1 for the appointee to complete and 1 for the supervisor to complete
2. Have the SPH appointment form signed by the Supervisor and the Head of Division (Disease Prevention and Control, Epidemiology and Biostatistics, Health Systems)
3. Email signed form to the Human Resource Officer (HRO, Emma-Lee Tilley – [e.tilley1@uq.edu.au](mailto:e.tilley1@uq.edu.au)) with a current CV for finalisation and Head of School approval
4. Once appointments have been approved by the Head of School the HRO will arrange final approval at the Faculty by the Executive Dean/Deputy Executive Dean
5. Offer of Conferral will be emailed once the HRO has processed the appointment

**NOTE:** Electronic Approval will still be required for Academic Titles but only after the above process has been completed.  Any Academic Title Applications sent through the online system before the above process has been completed will be rejected and referred back to this process. Once the SPH Unpaid Title Appointment form has been approved by the Head of School the HRO will contact the supervisor and the appointee to complete the online application.

**Renewal Appointments:**

1. Complete the SPH Unpaid Title Appointment form (Renewal) – 2 sections, 1 for the appointee to complete and 1 for the supervisor to complete
2. Have the appointment form signed by the Supervisor and the Head of Division (Disease Prevention and Control, Epidemiology and Biostatistics, Health Systems)
3. Email signed form to the HRO (HRO, Emma-Lee Tilley – [e.tilley1@uq.edu.au](mailto:e.tilley1@uq.edu.au)) with a current CV for finalisation and Head of School approval
4. Once appointments have been approved by the Head of School the HRO will arrange final approval at the Faculty by the Executive Dean/Deputy Executive Dean
5. Offer of Conferral will be emailed once the HRO has processed the appointment

**NOTE:** Electronic Approval will still be required for Academic Titles but only after the above process has been completed.  Any Academic Title Applications sent through the online system before the above process has been completed will be rejected and referred back to this process. Once the SPH Unpaid Title Appointment form has been approved by the Head of School the HRO will contact the supervisor and the appointee to complete the online application.