NOT TO BE COMPLETED FOR SAP POSTS – follow usual process

STAFF CLASSIFICATION codes: **AC** (Academic teaching and research) except for Statutory Professorships; **AR** (Research Fellow); **AP** (Research Staff); **AS** (Research Support); **AT** (Teaching Support), and

**HP** (Science, Engineering and Health Professionals)

**Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Request Type: (Please indicate as relevant)**

**1** New Associate Professorship post **5** New Departmental Lecturer/Fixed-term teaching post

**2** Refill of Associate Professorship post **6** Refill/extension of DL/Fixed-term teaching post

**3** New internally funded research post (below RSIV) **7** Extension of internally funded FTC research post (below RSIV)

**4** Refill of internally funded research post (below RSIV) **8** Extension of casual academic teaching post (beyond 12 months)

 **9** FTE increase

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| **Question** | **YES** | **NO** | **NOTES** |
| 1. 1. Is this a research post (below RSIV) that is fully-externally funded or 80% or more externally funded?
 |  |  | If YES – Department approval only required.If NO – continue to question 2 |
| 1. 2. Is this an Associate Professorship or DL/Fixed-term teaching post that is fully-externally funded or more than 80% (or higher divisional threshold) externally funded?
 |  |  | If YES – Divisional approval required (standard process).If NO – continue to question 3 |
| 3. Is this request to increase hours by 25% or less; or an extension of FTC for 4 weeks or less? |  |  | If YES – Divisional approval required – (standard process).If NO - continue to question 4 |
| 4. Is there a strong case supported by academic strategy that:1) there is clear evidence of overwhelming academic imperatives to fill the post; AND2) in the case of ​APNTF posts ​and research posts partially or fully funded by the University one or more of the following conditions is met:(i) there is evidence that not to recruit will result in demonstrable overall financial loss to the University: or(ii) the proposed new post will lead to increased income |  |  | If YES – Division **approve** the request.If NO – Division **reject** the request.Complete the **approved** or **rejected** section below and return the protocol checker to the department. |

**DIVISIONAL DECISION**

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| Review Date:  |
| □ ApprovedDivisional Comments:Divisional approval given by:Name: Position:  |
| □ RejectedReason:  |