

**REQUEST TO ADVERTISE: ACADEMIC/GENERAL POSITIONS**

**FORM 7.02a**



Division/Office: \_\_\_\_\_ Budget Unit: \_\_\_\_\_

Is position to be advertised entered in the Personnel Management Information System? No  Yes

Position Title: \_\_\_\_\_ Number: \_\_\_\_\_

Why is it to be advertised? Filling new position  existing  vice \_\_\_\_\_  
OR temporarily replacing  \_\_\_\_\_ on leave/secondment/higher duties

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ (Use 31/12/2049 for continuing positions)

Position Status: General Continuing  Fixed-Term  Casual   
Academic Tenurable  Fixed-term/Convertible  Fixed-term   
Type of appointment? Full-time  Fractional/Part-time  \_\_\_\_\_%

Classification Level \_\_\_\_\_ Salary range: \$\_\_\_\_\_ to \$\_\_\_\_\_ p.a.

Is market-related salary loading applicable? No  Yes  \_\_\_\_\_%

**Attached** Text (Standard Advertisement Details Form **7.02b** or **7.02c**)   
Selection Criteria **Overleaf**   
Further Information Statement (Academic Positions Only - where required)   
Selection Committee Membership (where required)

For new positions, or variations to an existing position, **attached**:

Position Request Form **4.02a** (Where required)   
Job Description Form **5.05a or b** (General Staff Positions Only - where required)

**ADVERTISEMENT DETAILS**

In which publications is the advertisement to appear? Dates  
Sydney Morning Herald - Uni and Higher Ed  or General Section  \_\_\_/\_\_\_/\_\_\_  
The Australian - Higher Ed Supplement  or Computer Supplement  \_\_\_/\_\_\_/\_\_\_  
Campus Review Weekly  \_\_\_/\_\_\_/\_\_\_  
North Shore Times  \_\_\_/\_\_\_/\_\_\_  
Northern District Times  \_\_\_/\_\_\_/\_\_\_  
Other: \_\_\_\_\_  \_\_\_/\_\_\_/\_\_\_

Closing date for the advertisement? \_\_\_/\_\_\_/\_\_\_ (Note: please check policy on closing dates)

**ACCOUNT TO BE CHARGED FOR THE ADVERTISEMENT**

*Cost centres must supply account number where position is not from recurrent sources; or where advertisement exceeds standard style allowances; or where additional publications are used. (N.B. Most ARC and some Commonwealth grants are sourced recurrently - please check with your Budget Officer.)*

Account Name: \_\_\_\_\_ Account code: \_\_\_\_\_ / \_\_\_\_\_ / 430

**APPROVAL (INCLUDING FUNDING AS ABOVE)**

Recommended: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Head of Division/Office: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

