NON-SALARIED Nomination for Appointment Form

## ACCEPTED IN TYPED FORMAT ONLY

**IMPORTANT NOTES:**

* All forms must be typed and signed
* Incomplete or unsigned forms will be returned and will lead to delays.
* Completed forms, should be returned to your **School Administrator**
* Use Academic titles document link to select suitable College title: <http://www.tcd.ie/hr/assets/pdf/Academic_Titles.pdf>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of Post: |  | School: |  | | |
| Discipline: |  | | |
| Workgroup: If this person will be a workgroup owner please specify the workgroup they will own |  | Is a new workgroup required? | |  | |
| Workgroup title: | |  | |
| Workgroup owner: | |  | |
| Gender: |  | Degrees or qualifications and awarding body for each qualification: | | | |
| Title (Mr/Ms/Dr/Prof etc.): |  |
| First name(s): |  |
| Surname: |  |
| Email: |  |
| Phone No: |  | Nationality: |  | | |
| Home Address: |  | Work Permit / Hosting Agreement required? | | |  |
| Date of Birth: |  |
| Commencement Date: |  | Termination date: | | |  |
| Additional Comments - specify exactly what research and/or teaching duties individual will be undertaking: | | | | | |

* Access to University computing resources and University data are provided to facilitate a visitor’s work in Trinity College and/or for approved educational, training, or research purposes only.
* Visiting IT Users are solely responsible for ensuring that any username(s) and password(s) that they are granted remain confidential and are not used by unauthorised individuals.
* Visiting IT Users must not make unauthorised copies of University data or otherwise disclose University data to third parties without explicit permission from University authorities.
* On receipt of valid access credentials (username and password) all Visiting IT users are bound by the relevant University policies, procedure and codes of conduct as outlined below.
* A comprehensive list of University Polices is available at <https://www.tcd.ie/about/policies/>
* Of particular relevance to Visiting IT users are the following policies:
* Cloud Computing Policy and Guidelines <https://www.tcd.ie/about/policies/cloud-policy.php>
* Data Protection Policy <https://www.tcd.ie/about/policies/data_protection.php>
* IT Security Policy <https://www.tcd.ie/about/policies/it_security.php>
* IT And Network Code of Conduct <https://www.tcd.ie/about/policies/it_and_network_code_of_conduct.php>
* Intellectual Property Policy <https://www.tcd.ie/about/policies/assets/pdf/intellectual-property-policy.pdf>
* Records Management Policy <https://www.tcd.ie/about/policies/records_management.php>
* Social Networking and Social Media Policy <https://www.tcd.ie/about/policies/social-networking-social-media.php>
* College Web Polices <https://www.tcd.ie/webdesign/policies/>
* Web facilities for Campus Companies <https://www.tcd.ie/about/policies/web_facilities_for_campus_companies.php>

I confirm that I have read, understood and agreed to Trinity College Dublin’s Policies.

|  |  |  |
| --- | --- | --- |
| Visitor Signature: | PRINT NAME HERE | DATE |

|  |  |  |
| --- | --- | --- |
| Head of School/ Head of  Administrative Area Signature:  (as appropriate) | PRINT NAME HERE | DATE |

**Date:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ **Date of FEC Approval / Meeting:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (for Visiting Professor titles only)

**Please supply Name, Extension No. and email of person who can be contacted by Human Resources if there are any queries regarding this form:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_