

Position Management Form (Academic Staff)



- This form to be used for the creation of new or updating of existing ACADEMIC staff positions.
- For General/Professional positions use PMF-G form.

Please insert a ✓ in the relevant box below

	NEW position		
	UPDATE to existing position (e.g. title change, extension of cease date, change in reporting line)		
	CLOSE position		
Rationale	Rationale for creation/update (MUST be completed OR attach a supporting document/email):		
Effective Date		Cease Date (if fixed term)	
School/Area		Total number of positions required	
Faculty			
	PROPOSED NEW ACADEMIC POSITION/CHANGED POSITION DETAILS	EXISTING ACADEMIC POSITION DETAILS	
Position Number	<i>(HR to create position no. if NEW)</i>	<i>Please insert existing position number:</i>	
Academic Position Title	<i>As per Enterprise Agreement</i>	<i>Existing Academic Position Title:</i>	
Reports to position	<i>Title of position which this position is to report to (or name of manager):</i>	<i>Title of position which the position currently reports to (or name of manager):</i>	
Reports to Position Number	<i>Position Number of 'reports to' position:</i>	<i>Position number of existing reports to position:</i>	
Classification Level			
Work Function	Academic Role	Mode of Employment	
<input type="checkbox"/> Teaching Only <input type="checkbox"/> Research Only <input type="checkbox"/> Teaching & Research <input type="checkbox"/> Other	<input type="checkbox"/> Teaching and Research (T&R) <input type="checkbox"/> Teaching Focussed (TF) <input type="checkbox"/> Teaching Focussed (Clinical/Professional –TFCP) <input type="checkbox"/> Scholarly Teaching Fellow (STF) <input type="checkbox"/> Research Academic (RA) <input type="checkbox"/> Curtin English (CE) <input type="checkbox"/> Ongoing Sessional Fellow (OSF)	<input type="checkbox"/> Continuing <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Curtin Research Contract (CRC)	
Campus:	Location (Building No.):	Room Number:	
Incumbent(s)	Incumbent(s) staff ID		
C Level Code	C Level Description	Short C Level	
Funding			
Cost Centre	% of Funding	Funding Type	
Name of person submitting request			Contact No.
Authorisation			
Position Title	Name	Signature	Date
Cost Centre Manager or nominee			
Head of School/Area			
Faculty Business Manager/Executive Manager or nominee nominee	This has been assessed in line with area's academic profile		