



The Mico University College
Department of Human Resources

NOMINATION FORM - ADJUNCT STAFF

Programme Coordinators/Department Heads, please complete this form, and submit to the Dean or Director for return to the HR Department, with a copy of the nominee's Curriculum Vitae and other documents as indicated in Section C.

A. NOMINEE

Gender M

F

Title

First Name(s)

Surname

Department Proposing Nomination: _____

Department Head's Statement in Support of this Nomination

Please address the merits of the proposed appointment.

Department Head: _____

Name

Signature

Date

B. APPOINTMENT

Current / Most recent place of work: _____

Position within the institution: _____

Proposed period of appointment: From: _____ To: _____

New Programme Extension Replacement

Programme(s) to which appointment will be made: _____

Course(s) to be taught: _____

*Please indicate if the course is
taught in the day or evening.*

C. NOMINEE'S DETAILS

Please complete as fully as possible. Attach CV, proof of qualification, TRN and NIS numbers.

Signatures:

_____ *Department Head* _____ *Date*

_____ *Dean of Faculty* _____ *Date*