# Head of Department / Deputy HoD / Director of Centre appointment form

This form should be completed to record the terms of appointing a new Head or Deputy Head of Department or a Centre Director. Once completed it should be sent to the Reward Manager, HR: rewards-team@york.ac.uk.

HR Services will issue an appointment letter and will set up the HoD/Deputy HoD/Centre Director post holding and grade/allowance on the HR system.

## Post details

|  |
| --- |
| Post title: |
| Department name: |
| Centre name: |

## Postholder details

|  |  |
| --- | --- |
| Name of appointee: | Employee Nbr: |
| New appointment/ extension of appointment (delete as required) | |
| Full-time/ Part-time  (delete as required) | |
| If part-time, please specify FTE and/or hours of work: | |

## HoDs/ Deputy HoDs Fixed term contract details

|  |  |
| --- | --- |
| Post Title (if different from substantive post): | |
| Start date: | End date: |

## Approval for Heads of Department Only

|  |  |
| --- | --- |
| Dean authorisation: | Date: |
| Vice-Chancellor approved? Yes/ No | Date: |

## Approval for Deputy HoDs / Directors of Centres

|  |  |
| --- | --- |
| Dean endorsement: | Date: |
| Vice Chancellor/ Deputy Vice Chancellor authorisation:  (Directors of Centre only) | Date: |
| HoD authorisation: | Date: |
| Reward Manager authorisation: | Date: |