

VISITING AND HONORARY APPOINTMENT EFORM REPORTING

Glossary of terms

Terminology	Definition
Appointee	The person who is being nominated for a visiting and honorary appointment at the ANU.
Appointment Reason	The reason for engaging a person as a visiting and honorary appointment at the ANU. Eg. Research collaboration.
Approval history	Illustrates the progress of each application and details of approval. Please note the finish time of each step is the start time of the next step. For example, when the last step shown in the Approval history table is "Appointee acceptance", it indicates that the appointee will accept/reject the nomination as the next step. It should not be confused with the last completed step.
Delegate	Delegate details are the details of the delegate whose approval may be required for the appointment.
Delegate approval	The step in the VaHA eForm workflow where the Delegate is required to approve the application before the appointee can accept the terms of appointment and the form is complete.
Earliest Request date	The earliest date that any HR VaHA eForm was initiated by a nominator.
Engagement details	Contains the appointment type, start and end dates of the appointment, duration of the appointment, access to University System and resources, and the area the appointee will work for.
Form ID	A 10 digit code which uniquely identifies each VaHA eForm request. It is displayed in the format 1000XXXXX
Funding & expense summary	Provides financial/expenses details incurred by ANU related to the appointment.
Home institution and education details	The home institution and education details of the appointee where applicable.
Latest Approval Step	The latest approval step represents where in the workflow the process is currently at, and not the last completed step.
Latest Request date	The latest date that any HR VaHA eForm was initiated by a nominator.
Nominator	The member of staff who initiated the request to engage an appointee through the VaHA eForm.
Nominator review	The step in the workflow where the nominator reviews all the information provided by the appointee before submitting to the delegate for their approval.
Appointee Acceptance	The step in the workflow where the request is to be accepted/rejected by the appointee.
Appointee detail entry	The step in the workflow where the appointee is required to enter personal details into the eForm, where relevant to their appointment.
Request submitted date	The date when the Nominator submits the request for the appointee to enter their details in the next step.
Statement of contribution to ANU	At the Appointee detail entry stage, the appointee may specify how their experience and expertise will contribute to the research, education and teaching activities of the ANU by text or attaching documentation.
University ID	A seven-digit number, prefixed with a 'u', which uniquely identifies ANU staff members, including appointees.