

EMPLOYMENT TYPES PROCEDURE

SCHEDULE A - CATEGORIES OF FIXED-TERM CONTRACT

1 Specific task or project

Specific task or project means a definable work activity which has a specific starting time and which is expected to be completed within an anticipated timeframe or upon completion of a specific task or project. Without limiting the generality of the above, it also includes a period of employment provided from identifiable funding external to the employer, not being funding that is part of an operating grant from Government or funding comprised of payments of fees made by or on behalf of students. The source of the external funding must be linked to the position.

2 Research

Research means work activity by a person engaged on research-only functions for a contract period not exceeding five years.

3 Externally funded

Externally funded means a period of employment which is provided from identifiable funding external to the University, at a level greater than 50% of the costs of the position (including on-costs).

The source of the external funding must be linked to the position. External funding does not include part of an operating grant from the Government, nor is it funding comprised of payments of fees made by or on behalf of students.

4 New organisational area

New organisational area means:

- an identifiable work unit performing a function or functions or teaching a program or programs that have not been performed or taught previously and the prospective need or demand for which is uncertain or unascertainable at the time of establishment of the unit; and/or
- such a work unit which is to perform work which has been performed at the University before but where that work is now to be performed at a location not less than 50km from any campus where it is presently being performed.

A staff member may be employed on a fixed-term contract under this category for a period of not less than one year up to a maximum period of three years from the date of commencement of a new organisational area. Fixed-term positions offered in this category may not be extended or renewed and may only be offered once.

5 Sudden and unanticipated increase in enrolments

Where an academic unit experiences a sudden and unanticipated increase in enrolments, staff may be employed on a fixed-term contract of employment, in respect of that work.

A staff member may be employed on a fixed-term contract under this category for a period of not less than one year up to a maximum period of three years from the date of commencement of the sudden and unanticipated increase in enrolments. Fixed-term positions offered in this category may not be extended or renewed and may only be offered once.

6 Disestablished area

Disestablished area means an identifiable work unit performing a function or functions or teaching a program or programs the provision of which will cease within a reasonably certain time.

Where a final decision has been made to disestablish part or all of an organisational unit, a staff member may be employed on a fixed-term contract for a period equivalent to the length of the phase-out of the unit. Should the work continue at the end of the proposed phase-out time, the staff member will be offered the further work.

7 Measures to provide security of employment

Fixed-term contracts may be offered for teaching and research and research only work in accordance with the Minimum Standards for Academic Levels (the MSALs) and for work in accordance with the Professional Staff Position Classification Standards (PCSs) at the discretion of the University to provide security of employment where the work would otherwise be performed by casual staff. Such contracts may be offered, but will not be limited to early career academics as outlined in 8 below, and may be offered for a period of no more than five years and no less than 12 months (unless otherwise provided for in the Recruitment and Appointment Policy). The effect of this category shall not be to replace continuing positions with fixed term positions.

8 Early career academic fellowships

Early career academic means an academic staff member undertaking work activity consistent with level A or level B of the MSALs and appointed as an early career academic.

To be eligible for appointment as early career academic, the candidate must meet the following criteria:

- is performing work at level A or level B of the MSALs
- has been awarded a PhD or would be likely to have been awarded a PhD by the commencement of the appointment
- has been employed as a casual staff member at the University for a period of two continuous years.

Fixed-term contracts for early career academics will:

- be for a minimum fraction of 0.5
- have a duration of not less than two years and no more than five years
- have a maximum probationary period of 12 months.

A staff member employed as early career academics under this category will be required to satisfactorily complete a structured development program provided by the University within his or her workload allocation. This program will provide training, supervision and career and professional development opportunities towards establishing an academic career.

9 Replacement staff member

Replacement staff member means a staff member who is employed for a fixed period to:

- replace a continuing staff member for a definable period for which the latter is either on authorised leave of absence or is temporarily seconded away from his or her usual work area
- perform the duties of a vacant position for which the University has commenced recruitment action until a continuing staff member is engaged for the vacant position

- perform the duties of a position the normal occupant of which is performing higher duties pending the outcome of recruitment action in progress for that vacant higher duties position, until a continuing staff is engaged for the vacant higher duties position.

10 Recent professional practice required

Where a curriculum in professional or vocational education requires that work be undertaken by a person to be engaged who has recent practical or commercial experience, such a person may be engaged for a fixed period not exceeding two years.

11 Pre-retirement contract

Where a continuing staff member declares that it is his or her intention to retire, a fixed term contract expiring on or around the relevant retirement date may be adopted as the appropriate type of employment for a period of up to five years in accordance with the Leaving the University Policy.

12 Fixed-term contract employment subsidiary to studentship

Where a person is enrolled as a student, employment under a fixed-term contract may be adopted as the appropriate type of employment for work activity, not otherwise described in this procedure or the Recruitment and Appointment Policy, that is work within the student's academic unit or an associated research unit of that academic unit and is work generally related to a degree course that the student is undertaking within the academic unit, provided that:

- such fixed-term contract employment shall be for a period that does not extend beyond the academic year in which the person ceases to be a student, including any period that the person is not enrolled as a student but is still completing postgraduate work or is awaiting results
- an offer of fixed-term employment under this paragraph shall not be made on the condition that the person offered the employment undertake a course of study.

13 Apprentices or trainees

A staff member may be employed on a fixed-term contract as an apprentice or trainee where he or she is employed pursuant to an apprenticeship or traineeship approved by the relevant authority.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.