

Fixed Term Contract Category	Definition (refer also to schedule 9 the Enterprise Agreement)	Further information/clarification & Useful hints	Justification/Further approval required as part of VMRG request?
2.1 Specific task or project	Where an appointment is necessary to undertake a definable work activity which is expected to be completed within an anticipated timeframe.	<p>A staff member may be appointed under this category if engaged on a project/ specific task, to support staff employed on fixed-term contracts or if their salary is being funded through funds external to the University.</p> <p>These contracts allow for an end sooner than the specified contract end date if:</p> <p>a) the project or specific task finishes earlier than the contract end date; or</p> <p>b) until such time the position is no longer wholly or substantially funded by identifiable non-recurrent funding external to the University.</p> <p>If a staff member's employment is extended under this category, severance payment may be due at the end of their contract. Refer to part 5 under Schedule 9 of the EA.</p>	<p>YES</p> <p>If funded through ongoing funds, provide information/ documentation which demonstrates the fixed-term nature of the project the staff member is working on (i.e., clarify the reason the contract is not continuing, this should also be reflected in the Position Description).</p>
2.2 Research	Where an appointment is made to undertake research-only functions. An initial appointment under this clause will not exceed five (5) years. Subsequent fixed term appointments under this clause may be made but will not exceed five (5) years in each case.	This is used where the work to be undertaken on the fixed term contract is a research only function. This does not include positions that support a research function such as administrative duties.	Provide PD that details the show that the tasks associated with the position are research only
2.3 Tied funding	Where an appointment is funded by a grant or other funding received by the University that can only be spent for the purposes granted, excluding Government operating grants and funding comprised of fees made by or on behalf of students.	A contract under this category can be issued to both professional and academic staff members, for a period of up to 5 years where the funding is external non recurrent funding.	YES – evidence of the term of the grant having the budget to support the term of contract being proposed.

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2.4 Organisational change or uncertainty over future requirements in new or disestablished areas	Where the prospective ongoing need for a position in a new or disestablished area is not known, fixed-term employment may be offered for up to three (3) years in new areas and up to twelve (12) months in disestablished areas.	A staff member currently engaged under this contract category cannot be extended or renewed under the same circumstances (i.e., same contract category). It should only be used for up to 3 years [new area] and 12 month [disestablished area] timeframe. This contract category may be appropriate where a function or a program will cease within a reasonably certain time. In circumstances where appropriate, a contract under this category may be offered once for a period equivalent to the length of the phase out of the unit.	YES Information about and/or documentation demonstrating the decision to disestablish area.
2.4.1 Ongoing requirement in new areas	Where there is an ongoing requirement for a position in a new area, in the first instance the incumbent staff member will be offered the position, provided that they have performed satisfactorily in that position	A staff member currently engaged under this contract category cannot be extended or renewed under the same circumstances (i.e., same contract category). This contract category may be appropriate in instances where the staff is being extended to perform a new function or teach a new program. In circumstances where appropriate, a contract under this category may be offered once for the defined period identified this cannot go over 3 years, I don't believe it is 'generally' no longer than 3 years.	YES Provide information and/or documentation regarding the new program/function to be performed or the new location where the function will be performed.
2.5 Sessional fixed-term staff	Where a staff member is appointed from Academic Casual to Sessional Fixed-Term Employment in accordance with Clause 61.	In accordance with EA the following conditions must be met for this reason to be used: 61.2 [Eligibility] An eligible casual academic staff member will: <ul style="list-style-type: none"> • have been employed as a casual staff member, normally in the same area, for at least • one (1) semester in each of the preceding two (2) years; and • have been assessed as at least satisfactory against the University's Performance Management Guidelines for Casual Academic Staff (Part-Time Teachers); and • have demonstrated the ability to meet the requirements of the fixed-term position. 	YES Provide information or evidence to show that the eligibility has been met, including SET results and employment schedule.

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2.6 Replacement employee	<p>Where it is necessary to replace a staff member who:</p> <ul style="list-style-type: none"> is either on authorised leave of absence, acting in a higher position or on a temporary secondment, or as resigned or retired and where recruitment action to the vacant position has commenced. 	<p>A contract under this category may be offered if the employee covers for a temporary vacancy (e.g., maternity leave, secondment, etc.), for the duration of absence.</p> <p>It may also be used in circumstances where the employee has resigned or retired from a position once only for a period of up to 6 months, as long as within that period the position is advertised to be filled.</p> <p>Replacement can only be used as a temporary measure. Replacement as a fixed term reason may be applied to a subsequent contract where it is to cover an extended period of leave or secondment, it cannot be used for a subsequent contract in circumstances where a position had been permanently resigned/retired from.</p>	<p>YES</p> <p>Sufficient information regarding the substantive incumbent of the position and whether meets backfill for leave, secondment, resignation or retirement. Evidence or details are required to confirm that recruitment has commenced or is due to commence in the 6-month period [if applicable]</p>
2.7 Recent professional practice	<p>Where a curriculum in professional or vocational education requires that work be undertaken by a person who has recent practical or commercial experience, such a person may be engaged for a fixed period not exceeding two (2) years</p>	<p>Appropriate where a person holds recent and relevant commercial experience (e.g., accountants, lawyers) and is being employed to provide practical teaching.</p> <p>A staff member can be extended in this contract category providing that the total period employed under this category does not exceed 2 years.</p>	<p>YES</p> <p>Provide information regarding the commercial experience of the appointee and the relevance to the position being filled.</p>
2.8 [Pre-retirement]	<p>Where a staff member requests to convert to a fixed-term contract prior to retirement in accordance with university provisions. Such an appointment will not exceed two (2) years.</p>	<p>To be used where a person identifies they wish to retire and in order to enable succession planning wish to free up substantive role to allow incumbent retiring to transition knowledge to new person.</p>	<p>YES</p> <p>Provide documentation that the incumbent has submitted notice of their retirement in writing specifying the date.</p>

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2.9 [Student employment]	<p>Where an enrolled student is employed for work activity which is not described in the circumstances elsewhere in this schedule. The work will be 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.</p> <p>Such appointments:</p> <ul style="list-style-type: none"> • will be for a period that does not extend beyond, or that expires at the end of, 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; and • will not be made on the condition that the person offered the employment undertake the studentship. 	<p>Appointment under this contract category is appropriate for current students at Flinders University. The contract should normally only be until the end of the academic year to account for if the status of the student changes.</p> <p>The offer of appointment may only be fractional for any full-time student and will also need to consider any relevant circumstances of a student's visa status where this is applicable.</p>	<p>YES</p> <p>Provide sufficient information regarding their area and duration of study, to ascertain relevance and appropriateness under this contract category.</p>

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2.10 Traineeships/employment schemes	Where an appointment is made in accordance with a specific government-supported employment strategy, or in conjunction with a prescribed course of study, that is approved by the relevant Federal, State or Territory	Contract category appropriate for apprenticeships or traineeships approved by the South Australian Department of State Development (refer to Government website for further information) or other apprenticeships or traineeships that relate to Aboriginal or Torres Strait Islander employment.	YES Approval from the Department of State Development (for part a) or relevant employment initiative (for part b).
2.11 Graduate Development Program	Where an appointment is made under the University's Graduate Development Program. Such appointments will be for a 12-month period with the possibility of 12 month reappointments normally up to a maximum of five (5) years.	Can be used to appoint a staff member as part of a formal graduate program University wide of College/Portfolio specific.	YES – evidence of the graduate program framework
2.12 Distinguished scholar- Academic staff only	Where the University wishes to appoint a distinguished scholar for a short period.	To be used for short term contracts no more than 6 months and incumbent must be considered an expert in their field	YES – CV or other information/evidence that demonstrates the incumbent as a distinguished scholar, which must be supported by the relevant VP&ED

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2.13 [Other circumstances]	Any other circumstance consistent with the intent of Schedule 9, that falls outside of the scope of 2.1 to 2.12, will be assessed on a case-by-case basis, by agreement with the NTEU. NTEU agreement will not be unreasonably withheld.	This category should be used as a last option and discussion with P&C before selecting this option. Appropriate where a work unit identifies any other circumstances where employment is to be for a fixed period, then, subject to a successful application to the relevant P&C BP (which may relate either to a particular position or to a type of position), a staff member may be engaged for a fixed period(s) which will not exceed five (5) years. Any application under this clause will be accompanied by a written justification and will be subject to approval by both the P&C BP and the relevant union.	YES – approval by BP and Union
2.14 Exclusions	Professional staff employed at HEO10 or above are excluded from the provisions of Part 2 of this Schedule.	Any staff member employed HEO10 or above can align to this fixed term reason	NO