Database of Approved Reasons for Fixed Term Appointments

The standard clause for fixed term agreements is similar to:

“This is a fixed term employment agreement. The term of this agreement shall be from [start date] until [end date], unless terminated earlier under the terms of this agreement. The reason for this agreement is [see options below]. Employment will terminate [see options below]. Nothing contained or implied in this agreement creates a commitment by either party to an ongoing employment relationship beyond the end of the term of this agreement”.

The standard approved reasons for employing individuals for a fixed term are:

1. **Covering for a staff member on leave or secondment:**
   
   a. **The reason that this agreement is fixed term is to provide cover for a staff member on leave.** Employment will terminate on (end date) when cover is no longer required.
   
   b. **The reason that this agreement is fixed term is to provide cover for an existing staff member who is on leave for this period.** Employment will terminate on (end date) when the staff member returns from parental leave. In the event that the staff member on parental leave decides to return to work before (end date), your employment will be terminated earlier on a minimum of one month’s notice (or payment in lieu).
   
   c. **The reason that this agreement is fixed term is to provide cover for an existing staff member who is on secondment for this period.** Employment will terminate on (end date) when the staff member returns from secondment. In the event that the staff member on secondment decides to return before (end date), your employment will be terminated earlier on a minimum of one month’s notice (or payment in lieu).

2. **The position is short term funded:**

   a. **The reason that this agreement is fixed term is that this position is funded by (details of funding).** Employment will terminate on (end date) when this funding ceases.
   
   b. **The reason that this agreement is fixed term is that this position is funded by transitional funding whilst the University secures additional external funding.** Employment will terminate on (end date) when this transitional funding ceases.

3. **The undertaking of a defined task over a defined period:**

   a. **The reason that this agreement is fixed is to undertake a project to (specify project).** Employment will terminate on (end date) when the project has been completed.
   
   b. **The reason that this agreement is fixed is to undertake a project to (specify project).** Employment will terminate on (end date) when (detail success criteria to determine end date of project) and is anticipated to end as specified.
4. **The trial of an entirely new course of study or programme:**

   a. *The reason that this agreement is fixed term is to meet the teaching requirements of (specify paper) which is a new course of study being trialled for the first time in this period.* Employment will terminate on (end date) at the conclusion of the trial period.

   b. *The reason that this agreement is fixed term is to meet the short term teaching requirements of (specify course/paper) which is being phased out.* Employment will terminate on (end date) when the course/paper is removed from the curriculum.

5. **Covering a vacant position:**

   a. *The reason that this agreement is fixed term is to provide cover whilst the position is advertised and permanently appointed to.* Employment will terminate on (end date) when a permanent appointment is made and cover is no longer required.

   b. *The reason that this agreement is fixed term is to provide cover whilst the position reviewed.* Employment will terminate on (end date) when the review is complete.

6. **Providing the Latest Industry/Professional Knowledge to Students:**

   a. *The reason that this agreement is fixed term is to enable the transfer of the latest professional practices/techniques in (specify discipline) currently required by the students studying (specify paper) for this period.* Employment will terminate on (end date) when the paper is concluded.

   b. *The reason that this agreement is fixed term is to provide mentoring assistance in (specify area) to specified students enrolled for this period.* Employment will terminate on (end date) at the end of the specified period.

7. **Other**

   If none of the examples above are suitable, please contact your HR Advisor or HR Manager to discuss if there are any suitable options that may apply.