

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 an existing staff member who is on (parental) leave. The incumbent is expected to return from leave by the end date of this agreement. This fixed term will end when the incumbent either returns from (parental) leave or resigns. 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).*
- b. *The reason that this agreement is fixed term is to provide additional staffing made necessary due to a staff member (name staff member) being released from normal duties to undertake additional work (seconded) required to (specify what this is) Once the additional work is finished, which will be by the end date of this agreement there is no further need for this support. 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 to undertake (define tasks/processes) the tasks within the (name of funded research project) which are required to be completed by the end date in line with the project schedule and funding agreed with (name of funding source). In the event the tasks are completed earlier or later than the anticipated end date, your employment may terminate earlier or later on a minimum of one month’s notice (or payment in lieu).*

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

- a. *The reason that this agreement is fixed term is to undertake (define tasks/processes) within the (project name) project which are scheduled to be complete by the end date in line with the project schedule. In the event the tasks/processes are completed earlier or later than the anticipated end date, your employment may terminate earlier or later on a minimum of one month’s notice (or payment in lieu).*

- b. *The reason that this agreement is fixed term is to complete the (specify project name and milestone e.g. department website review) project and implement the recommended improvements. The project/milestone is to be completed by the end date as per the project schedule or milestone. In the event the project/milestones are completed earlier or later than the anticipated end date, your employment may terminate earlier or later on a minimum of one month's notice (or payment in lieu).*

Notes – it may be useful to attach a copy of the project plan or other relevant documents.

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 until the recruitment process is complete:

- a. *The reason that this agreement is fixed term is to provide cover for the position while the position is advertised and permanently appointed to. When the successful candidate is appointed, and a handover period has been completed, the position will end. In the event that the vacancy is filled and the hand over completed before the (anticipated end date), your employment will be terminated earlier on a minimum of one month's notice (or payment in lieu).*
- b. *The reason that this agreement is fixed term is to cover a vacancy whilst the Department undertakes a review of their requirements. The review is anticipated to be completed by the end date of this agreement, at which time the Department's requirements will be known and, if a position is required, it will advertised in accordance with the Recruitment Policy. Should the review be completed ahead of schedule, or its requirements change, for any reason, your employment may be extended until the review is complete or you may be given one month's notice of termination as such an event may trigger the expiry of the fixed term.*
 - i. *Please note for this type of situation, the HOD/Manager must be able to clearly show evidence that the review is planned and has a timeframe that is consistent with the end date of the fixed term agreement.*

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 and there is no further need for this work.
 - 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 and there is no further requirement for this work.
7. Additional staffing for peak workload
- a. The reason that this agreement is fixed term is to assist with the (define additional/peak workload e.g. backlog of filing/university enrolments). Once the majority of the (e.g. enrolments) has been completed, which will be no later than the end date, the University will no longer require additional assistance.
8. Other
9. 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.