Charles Sturt University

Request for Renewal of Fixed Term Appointment or Secondment

This form should not be used for extensions of Higher Duties Allowances or Acting Appointments.

Employee details

Employee name | Employee number | Currently holds a visa

Faculty/Division/Office | School/Section/Centre

Position title | Position no. | Salary GL code | If part time, what %

Change of fraction (applicable if fraction of employment is altering during the renewal period)

New fraction % | Start date | End date

Hours	Fri	Sat	Sun	Mon	Tues	Wed	Thurs
	Fri	Sat	Sun	Mon	Tues	Wed	Thurs

Appointment details

At least 3 weeks' notice needs to be given to a fixed term employee for a renewal or non-renewal of employment.

☐ **Fixed Term Appointment** ☐ **Secondment** New End Date

Reason for requesting to renew this fixed term appointment/secondment

Fixed term type (What is This?)

Does the appointee hold a substantive appointment elsewhere in the University? ☐ Yes ☐ No

Recommendation

☐ I have read the Conflict of Interest Procedure and confirm there is no conflict of interest associated with this appointment (for example, the incumbent must not have a personal/family relationship with someone in the area)

Supervisor — Name | Signature | Date — Submit for ?ap

If secondment

Continued approval is required from the relinquishing section. Refer to the authorisation section for the appropriate delegate.

Band 7 from Relinquishing Section — Name | Signature | Date — Submit for ?ap

Authorisation

Band 7 Budget Centre Manager if **different** from the below — Name | Signature | Date — Submit for ?ap

Band 7 (Who is this?) — Name | Signature | Date — Submit to ?Em

DPC Use Only ☐ Visa ☐ Probation ☐ Fixed Term Type ☐ Special Conditions ☐ GL Account Authorisation