



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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Faculty/Division/Office		School/Section/Centre	
<input type="text"/>		<input type="text"/>	
Position title	Position no.	Salary GL code	If part time, what %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

New fraction %	<input type="text"/>	Start date	<input type="text"/>	End date	<input type="text"/>																									
Hours	<table border="1"> <tr> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<table border="1"> <tr> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

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

Authorisation

**Band 7 Budget
Centre Manager**

if **different** from the below

Name

Signature

Date

Band 7

[Who is this?](#)

Name

Signature

Date

DPC Use Only

☐ Visa

☐ Probation

☐ Fixed Term Type

☐ Special Conditions

☐ GL Account Authorisation