

# Physics and Astronomy Appointment Form – Continuing/Fixed Term only

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| <b>Position Title:</b>   |  |
| <b>Continuing or Fixed Term appointment:</b>   |  |
| <b>Name of staff member (further appointments only):</b>   |  |
| <b>New position, replacement or further appointment:</b><br>Note that the Exec Dean of FSE expects that all staff be appointed following an externally advertised competitive selection process. A further appointment can only be made in cases where the staff member was <u>originally appointed to a comparable position following a competitive selection process</u> . In all other cases the position must be advertised.   |  |
| <b>Selection Panel Membership:</b><br>Selection Panel composition requirements are available <a href="#">here</a> . If the panel is not yet confirmed leave this section blank and inform Lisa as soon as the information is available.  |  |
| <b>Professional or Academic:</b>   |  |
| <b>Research only, Teaching only, Research + Teaching, or Other:</b>  |  |
| <b>Reason for recruitment (fixed term appointments only):</b><br>Determine the relevant fixed term reason below and complete as indicated. Delete the unrequired options.<br><span style="background-color: yellow;">To complete this section select Edit PDF (in Acrobat) and then edit text accordingly.</span>  |  |
| 1. The nature of this fixed term position is for <i>Specific Tasks /a Specific Task / a Project</i> being XXXX <i>[name the task or work activities or the project name e.g. the Climate Change Research project or research activities for the Climate Change Project or data entry for HRIS]</i> .<br>Or<br>2. The nature of this fixed term position is for work activity regarding Research functions for XXXX <i>[name the type of Research such as Climate Change or a related discipline such as Theology]</i> .<br>Or<br>3. The nature of this fixed term position is to replace <i>[insert name of the staff being replaced] (incumbent)</i> , for the period of the incumbent's <i>[insert appropriate reason e.g. Parental Leave, Leave Without Pay, authorised leave of absence, Secondment, Long Service Leave, Outside Studies Program, other appointment away from their usual work area or position– state nature of the reason]</i> which is expected to conclude on <i>[insert Date]</i> . |  |
| <b>Full time or Part time:</b>   |  |
| <b>Proposed start date:</b>  |  |
| <b>End date:</b>   |  |
| <b>Hours per fortnight if Part Time, and Days (roster):</b>  |  |
| <b>Fixed term duration (where applicable):</b>   |  |
| <b>Salary level (Academic Level or HEW Level):</b>   |  |
| <b>Position Supervisor:</b>  |  |
| <b>Account code and % (e.g. 40110001 – 100%):</b>  |  |
| <b>Documentation required</b><br>A single paragraph <b>justification</b> is required for all positions whether PT, FT, continuing, fixed term, academic, professional, advertised or further appointment. This is an MQ requirement. If the MQ finance review board and faculty are not satisfied that there is sufficient justification for the appointment/role then it is unlikely to proceed.  |  |
| <b>Project funded positions:</b><br>Salary budget sheet + proof of funding + justification<br>If advertising, advert text is also required.  | <b>Operating funded positions:</b><br>Salary budget sheet + justification<br>If advertising, advert text + approved position description |
| <hr style="width: 30%; margin-left: 0;"/> <b>Supervisor: Signature + Date</b>  |  |