

ACADEMIC STAFF APPOINTMENT FORM

THIS FORM SHOULD BE USED FOR POSITIONS THAT ARE NOT ADVERTISED THROUGH TALEO (E.G. DIRECT APPOINTMENTS, FURTHER APPOINTMENTS, CONVERSIONS FROM FIXED-TERM TO CONTINUING)

PERSONAL DETAILS:

Family Name: _____ Other Names: _____

Male Female New Employee Existing Employee - Staff No: _____

APPOINTMENT DETAILS:

Position Number: _____ Position Title: _____

Supervisor's position no: _____ Supervisor's title: _____

Supervisor's Name: _____ Faculty/Office: _____ Dept.: _____

APPOINTMENT TYPE:

Continuing Fixed Term – period: _____

Commencing date: ____/____/____ End date: ____/____/____

Full-time Part-time – complete fortnightly roster below

THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Hrs/ Week	Hrs/ F'night

Probation: YES _____ years/months NO (n/a if the appointment is 6 months or less)

End Date: ____/____/____ Mid-term Review Date: ____/____/____ Level: _____ Step: _____

Salary: \$_____ If salary point is above a Step 1 - justification provided by the hiring manager must be attached and approved by Dean/Head of Office.

WHERE APPLICABLE:

Salary loading: _____ % of salary per annum or \$_____ per annum

(rationale is required for a salary loading – please attach in a separate document)

Performance Bonus: _____ % of salary per annum (supporting documentation is required)

Relocation Assistance to be offered: _____ [Relocation Guidelines](#)

Department contact for relocation administration: _____

Visa Details:

Please specify visa type: _____

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FIXED TERM APPOINTMENTS:

For fixed term appointments please indicate the nature of the fixed term appointment (as per the Macquarie University Academic Staff Enterprise Agreement 2011) by choosing one of the following and filling in the blanks.

The nature of this fixed term position is for **Specific Tasks /a Specific Task / a Project** being _____ [e.g. the Climate Change Research Project, or research activities for the Climate Change Research Project].

[Note: The fixed term for Specific Tasks or Projects should not normally be in excess of 3 years].

Or

The nature of this fixed term position is for work activity regarding **Research only functions** for _____ [name the type of Research such as Climate Change or a related discipline such as Theology].

[Note: The fixed term for Research should not be in excess of 5 years].

Or

The nature of this fixed term position is to **replace** a staff member _____ [name of incumbent being replaced] for the period of the incumbent's _____ [reason for replacement 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 etc.] which is expected to conclude on _____ [date].

[Note: This must be for a defined period].

Or

The nature of this fixed term position is to **perform the duties** of a **vacant position** for which recruitment action has commenced, until a staff member is engaged for the vacant position.

Or

The nature of this fixed term position is to **perform the duties** in place of the normal occupant who is performing higher duties pending the outcome of recruitment action that *has been initiated or is in progress* by the University for the vacant higher duties position. This fixed term position shall be performed until a staff member is engaged for the higher duties position.

Or

This fixed term employment is **subsidiary to studentship** and relates to work within the student's academic unit or associated research unit and is generally related to the student's degree course.

[Note: The person must be enrolled as a student during the fixed term period: the contract will be for a period that does not extend beyond, or that expires at the end of, the academic year in which the person ceases to be a student. The period may include the time that the person may be completing postgraduate work or awaiting results. The University must not require someone to enrol as a student in order to receive employment].

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Or

The nature of this fixed term position is specifically related to the **requirement of the curriculum** in our _____ *[state either 'professional program' or 'vocational education program']* being _____ *[actual program name]* which requires the work of this position to be undertaken by a person of recent _____ *[state either 'practical' or 'commercial']* experience.

Or

The nature of this fixed term position is specifically related to the **disestablishment** of _____ *[name of the area and/or function and/or teaching programs as needed to clearly identify what is being disestablished]*.

[Note: The fixed term may be up to 2 years].

Or

The nature of this fixed term position is specifically related to the **establishment** of the new organisational _____ *[state either 'area' or 'function' or 'program']* being _____ *[actual name of the area/program/function]*.

[Note: This relates to an area where the need or demand for this new area is uncertain or unascertainable at the time of establishment of the new area, function or program. Fixed term employment may be offered up to 3 years].

Or

The nature of this fixed term position is that it is a **convertible Level A appointment** in accordance with sub-clause 3.6.11 (j) of the Industrial Instrument.

[Note: The fixed term for convertible level A appointments shall be no less than 2 years, but no more than 3 years].

Or

The nature of this fixed term position is that it is a **teaching focused appointment** in accordance with sub-clause 3.6.11 (k) of the Industrial Instrument.

[Note: The fixed term for a teaching focused appointment shall be for a minimum of 6 months to a maximum of 2 years with no more than 2 two year contracts to be offered under this circumstance. Offered only to Level A or B].

Or

The nature of this fixed term position is due to a **sudden unanticipated rise in student enrolments**.

[Note: The fixed term for a sudden unanticipated rise in student enrolments may be for up to 3 years].

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WORK FUNCTIONS – It is compulsory to tick one of the following work functions.

This section will be used directly to satisfy the Australian Research Council's (ARC's) annual reporting requirements and to assess the research quality and activity of the University in-line with Excellence in Research Australia (ERA) initiatives. It is not for purposes of workload models as per the current Enterprise Agreement.

Definition of Work Function: A general type of work which a member of staff has formally agreed to undertake in respect of their current duties. A function for an academic staff member may be:

Teaching Only Function

The work involves only teaching and associated activities (including lecturing, group or individual tutoring, preparation of teaching materials, supervision of students, marking, and preparation for the foregoing activities), or the management and leadership of teaching staff and of staff who support teaching staff. There is no formal requirement that research be undertaken.

Research Only Function

The work involves undertaking only research work or providing technical or professional research assistance, or the management and leadership of research staff and of staff who support research staff. There may be limited other work (e.g. participation in the development of postgraduate courses and supervision of postgraduate students).

Teaching-and-Research Function

A formal requirement is that both a teaching function and a research function will be undertaken, or the work requires the management and leadership of teaching staff and research staff and persons who support such staff.

CANDIDATE/POSITION INFORMATION:

I confirm that the following are attached:

- Applicant resume Position description
 Position evaluation If applicable, I confirm that supporting documentation and approvals for salary loading/performance bonus is attached

Note: An Australian Birth Certificate* or Australian Passport or Certificate of Australian Citizenship OR Foreign Passport & Visa with right to work in Australia documentation must be presented to Human Resources before employment commences or on the first day of employment.

* If born in Australia after 1986 and both parents were born overseas, then an Australian citizenship certificate or an Australian passport must also be provided.

ACCOUNT DETAILS:

Account Name: _____ Account code: _ _ _ _ _ %

Account Name: _____ Account code: _ _ _ _ _ %

APPROVALS: You need to receive approval from the staff member responsible for the budget. In some instances, the Hiring Manager is responsible for the budget. In the faculties, the Faculty General Manager or Faculty HR Manager can advise on the budget implications.

Recommended by (Name): _____ Signature: _____

Approved by (Name): _____ Signature: _____