

## **3.2 Instrument of Appointment**

3.2.1 At the time of appointment the University will supply a Staff Member an instrument of appointment in the form of a letter of offer or engagement showing that the University is the employer, the type of employment and the terms and conditions as follows:

- a) the classification, level and salary on commencement;
- b) whether the appointment is on full-time or part-time basis;
- c) specific information about the days, times and times of the year for which the employment is available, if relevant;
- d) the length and terms of the probation period which applies to the employment; and the duties and reporting relationships, which apply to the employment.