### Purpose
The purpose of this document is to provide assistance to School Contacts to define the Fixed Term Contract Category when completing the Fixed Term Contract Review task using CRAFT. This document summarises the Fixed Term Category requirements as outlined in the Enterprise Agreement 2014-2017. It is a supplementary document to the CRAFT User Training Guide (Appendix 2).

### Contract Category

<table>
<thead>
<tr>
<th>Contract Category</th>
<th>Definition (refer also to the Enterprise Agreement)</th>
<th>Further information/clarification &amp; Useful hints</th>
<th>Justification/Further approval required?</th>
</tr>
</thead>
</table>
| **Specific task or project**      | A specific task or project is a definable work activity which has a starting time and which is expected to be completed within an anticipated time frame. It also includes a period of employment:  
  a) supported wholly or substantially by identifiable and non-recurrent funding external to the University, not being funding that is part of an operating grant from government to the University, or funding comprised of payments of fees made by or on behalf of tertiary students enrolled in a course or program at the University;  
  b) providing support to other staff members, all or a majority of who are engaged on fixed-term contracts. | A staff member may be reappointed under this category if engaged on a project/specific task, to support staff employed on fixed-term contracts or if their salary is being funded through funds external to the University.  
If a staff member’s employment is extended under this category, severance payment will be due at the end of their contract. | YES  
If funded through recurrent funds, provide information/documentation which demonstrates the fixed-term nature of the project the staff member is working on (i.e., clarify the reason the contract is not continuing) |
| **Senior Staff Contracts**        | If employed in one of the positions listed below the staff member may by mutual agreement enter into a senior staff contract with the University.  
  a) Senior Staff contracts may only apply to the following positions:  
    - Tier One – Vice-Chancellor’s direct reports (e.g. DVC & VP)  
    - Tier Two – Tier One Direct Reports (e.g. Exec Deans & Directors).  
    - Tier Three – Tier Two Direct Reports (Heads of School/Branch or equivalent, or Senior Managers as defined).  
  b) The terms of Enterprise Agreement do not apply to the employment of the staff members employed in Senior Staff Contracts, except in relation to annual leave, long service leave, personal leave, compassionate leave, community service leave, public holidays, parental leave, voluntary flexible work arrangements, concurrent partner leave, academic freedom and salary packaging. | If a staff member being offered a further senior staff appointment holds a continuing academic position with the University, they will not be required to relinquish their underlying position. | YES  
In majority of cases, Senior Staff Contracts require Vice-Chancellor’s approval. If the VC’s approval is required for the appointment and/or salary package (agreed salary or loading), the provided template needs to be completed and attached to CRAFT task. |
| **Research-Only**                 | Contract category appropriate for employees who will be engaged to undertake research-only functions. Contracts under this category cannot exceed five years. | A contract under this category can be issued to both professional and academic staff members, for a period of up to 5 years. | NO |
| **Research-only - Fellowship**    | Research-only contract category also captures Fellowship appointments where the Research Branch has provided a confirmation memo that a Fellowship has been extended. Note that the classification of a Fellowship holder will begin with “Cat 1”.  
Fellowship contracts cannot be extended under the same terms and conditions unless the granting body has given a written approval for the extension. If so, the approval (usually, a memo from the Research Branch) will need to be provided before extension can be processed. | Note that a new contract template has been created to handle these circumstances: Research-only – Fellowship.  
If the fellowship is not being extended, but the area wishes to continue to employ the staff member, a new contract request will need to be submitted through Recruitment System.  
If a staff member’s employment is extended under this category, they will be due severance payment at the end of their contract. | YES  
Written approval from a granting body for fellowship extensions, if applicable. This will usually be a memo from the Research Branch, confirming that the Fellowship has been extended. |

---

**HR Handbook**  
**Information sheet CRAFT**  
**Effective Date:** 10 November 2015  
**Version 1.1**  
**Authorised by:** Associate Director, HR Shared Services  
**Review Date:** 10 November 2018  
**Warning:** This process is uncontrolled when printed. The current version of this document is available on the HR Website.
| Replacement staff member | Where a staff member is engaged for a fixed period to:  
  a) replace a full-time or part-time staff member for a definable period for which the latter is either on authorised leave of absence or is temporarily seconded away from their usual work area; or  
  b) perform the duties of a vacant position, in which case the initial fixed term must be no longer than 12 months but may be extended for a further period of up to 12 months provided that no later than six (6) months from the date of extension the University commences recruitment action to engage a continuing staff member in the position;  
  c) perform the duties of a position the normal occupant of which is performing duties position. | A subsequent contract under this category may be offered if the employee continues to cover for a temporary vacancy (e.g., maternity leave, secondment, etc.), for the duration of absence. It may also be renewed in circumstances where the employee was appointed into a vacant position (e.g., following a resignation or retirement) once for a period of 12 months, providing that in the first 6 months of the extension, the position is advertised for an ongoing appointment. | YES  
Sufficient information regarding the substantive incumbent of the position - if appointment under a) or c), or previous incumbent of the position - if appointing under clause b) |
| Recent professional practice | Where a curriculum in professional or vocational education requires that work be undertaken by a person to be engaged who has recent practical or commercial experience, such a person may be engaged for a fixed period not exceeding two (2) years. Recent practical or commercial experience will normally be within the last two (2) years. | Appropriate where a person holds recent and relevant commercial experience (e.g., accountants, lawyers) and is being employed to provide practical teaching. A staff member can be extended in this contract category providing that the total period employed under this category does not exceed 2 years. | YES  
Provide information regarding the commercial experience of the appointee and the relevance to the position being filled. |
| Apprenticeship or Traineeship | Appropriate where an apprentice or trainee is employed pursuant to an apprenticeship or traineeship approved by the relevant State or Territory training authority. | Contract category appropriate when approved by the South Australian Department of State Development. Refer to Government website for further information. | YES  
Approval from the Department of State Development |
| Fixed-term contract employment subsidiary to studentship | Where a person is enrolled as a student other than as a Higher Degree Research Fellow (see below), employment under this fixed-term contract may be adopted as the appropriate type of employment for work activity, not coming within the description of another contract category, that is work within the student’s academic unit or an associated research unit of that academic unit and is work generally related to a degree course that the student is undertaking within the academic unit, provided that:  
  a) such fixed-term contract employment 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, including any period that the person is not enrolled as a student but is still completing postgraduate work or is awaiting results; and  
  b) that an offer of fixed-term employment under this paragraph will not be made on the condition that the person offered the employment undertakes the studentship.  
  c) a full-time student will not be offered a contract of more than 50% fractional time. | Reappointment under this contract category is appropriate for current students of the University of Adelaide, providing they are not Higher Degree Research fellows and only until the end of their final academic year. The offer of appointment may only be up to 0.5 FTE for any full-time student. | YES  
Provide sufficient information regarding their area and duration of study, to ascertain relevance and appropriateness under this contract category |
Higher Degree Research Fellows

Fixed-term contracts for a maximum period of one year may be provided for Higher Degree Research (HDR) candidates offered positions as HDR Fellows. A postgraduate student of the University can apply to be appointed as a HDR candidate at the University. If he/she is enrolled on a full-time basis as an HDR candidate at the University, an offer of a fixed-term appointment as an HDR Fellow will normally be offered for a period of 12 months and may be renewed subject to satisfactory progress.

A HDR Fellow will be responsible to an academic supervisor and may perform up to six hours per week of duties each semester (maximum two semesters per annum) that include duties such as laboratory instruction and demonstrating; giving tutorials; assisting in field trips; assignment and exam marking; being available for student consultation; and giving lectures (not to exceed six per semester).

Where teaching and related duties are required, a six (6) hour load should be considered as the equivalent of:
- two independent lectures or tutorial contact hours; or
- three repeat tutorial contact hours; or
- six laboratory contact hours

An HDR Fellow, during the period of his/her appointment, will undertake appropriate training provided by the University, in consultation with the relevant supervising academic. An HDR Fellow will not be employed for more than 0.5 FTE and will be paid at Level A, Step 1 on commencement.

Current Higher Degree Research student of the University of Adelaide may be reappointed under their academic supervisor, utilising this contract category for periods of up to 1 year. The employee may perform up to 6 hours per week and will be paid at Step 1 of Level A as a minimum.

Organisational Change

This contract category is appropriate where the appointment of a fixed-term staff member will assist the area in overcoming the challenges presented by change.

This contract category captures the 3 following particular circumstances:

Organisational Change – New Area

Appropriate for an identifiable work Unit that:

i) is a new unit performing one (1) or more functions or teaching one (1) or more programs, that have not been performed or taught previously and the prospective need or demand for which is uncertain or unascertainable at the time of establishment of the unit;

ii) is performing one (1) or more functions or teaching one (1) or more programs at a new location that is not less than 50km from any campus where those functions or programs have previously been taught or performed and where the prospective need or demand for those functions or programs is uncertain or unascertainable at the time of commencing them at the new location;

A staff member currently engaged under this contract category cannot be extended or renewed under the same circumstances (i.e., same contract category).

This contract category may be appropriate in instances where the staff is being extended to perform a new function or teach a new program

OR

To perform work previously undertaken which will now be performed at a location more than 50 km from the existing location.

In circumstances where appropriate, a contract under this category may be offered once and only for a period of not less than 1 year and no more than 3 years.

YES

Provide information and/or documentation regarding the new program/function to be performed or the new location where the function will be performed.

Organisational Change – New Area

Fixed-term employment under this category may be used for up to three years from the date of commencement of a new area. Fixed-term positions offered under this category may not be extended or renewed, may only be offered once and will be for a period of no more than 3 years and not less than one year.

YES

Provide sufficient information regarding their area and duration of study, to ascertain relevance and appropriateness under this contract category.
## Organisational Change - Unanticipated Change in Enrolments

Appropriate where an identifiable work unit experiences a sudden and unanticipated increase or decrease in enrolments.

Fixed-term employment under this category may be used for up to three years from the date of the sudden and unanticipated increase or decrease in enrolments. Fixed-term positions offered under this category may not be extended or renewed, may only be offered once and will be for a period of no more than 3 years and not less than one year.

A staff member currently engaged under this contract category cannot be extended or renewed under the same circumstances (i.e., same contract category). This contract category may be appropriate providing there is a sudden and unanticipated increase or decrease in enrolments. In circumstances where appropriate, a contract under this category may be offered once and only for a period of not less than 1 year and no more than 3 years.

**YES**

Provide information and/or documentation demonstrating the sudden and unanticipated change in enrolments.

### Organisational Change - Disestablished Area

Appropriate where an identifiable work unit is performing one (1) or more functions or teaching one (1) or more programs the provision of which will cease within a reasonably certain time, and a final decision has been made to disestablish part or all of the unit.

Fixed-term employment under this category may be offered for a duration equivalent to the length of the phase-out of the unit or relevant part of the unit. Should the work continue at the end of the proposed phase-out time, the incumbent will be offered the further work as set out in clause 2.3.2.2 of the Enterprise Agreement.

A staff member currently engaged under this contract category cannot be extended or renewed under the same circumstances (i.e., same contract category). This contract category may be appropriate where a function or a program will cease within a reasonably certain time.

In circumstances where appropriate, a contract under this category may be offered once for a period equivalent to the length of the phase-out of the unit.

**YES**

Information about and/or documentation demonstrating the decision to disestablish area.

### Teaching Fellowships

Teaching Fellowship will:

i.) be full time, or part time;

ii.) have a duration of not less than twelve months and no more than three (3) years; and

iii.) may be allocated a workload of up to 75% teaching and teaching related duties.

To be eligible for appointment to a Teaching Fellowship, you will:

i.) been awarded a PhD or would be likely to have been awarded a PhD by the commencement of the appointment; or

ii.) performed casual teaching work for the University in at least two (2) teaching periods during the past three (3) years.

Teaching Fellowship positions will be appointed in accordance with the provisions of this clause, 2.3.1.11, and the appointments will be made on the basis of an open, competitive and merit-based selection process.

A staff member currently engaged under the Teaching Fellowship contract category may be extended under same contract category, providing they continue to meet the criteria and were initially appointed through a merit base selection process, providing that the total period employed under this category does not exceed 3 years.

The contract category may be appropriate for a range of circumstances, including employing prospective and existing University staff at the School of Veterinary and Animal Sciences as part of an accredited internship. Interns are recently graduated veterinarians employed as academic staff, are not research active and are not allocated research responsibilities.

**YES**

Evidence that the staff member still meets the criteria of the contract category.

### Other circumstances

Appropriate where a work unit identifies any other circumstances where employment is to be for a fixed period, then, subject to a successful application to the relevant Area Manager (which may relate either to a particular position or to a type of position), a staff member may be engaged for a fixed period(s) which will not exceed five (5) years.

Any application under this clause will be accompanied by a written justification and will be subject to approval by both the relevant Area Manager and the relevant union.

This contract category captures following particular circumstances:

### Other circumstances - Vet School Residents (Academic Only)

Where the School of Animal and Veterinary Sciences wishes to engage fully qualified veterinarians as academic staff members, who have had at least two years' experience and are studying for a specialist qualification as part of an accredited resident program.

This category is available only for the appointment of fully qualified veterinarians with at least 2 years of experience, who can be reappointed using this category providing that the total period under this category does not exceed 5 years.

**NO**
### Other circumstances - PCE Teachers

| Appropriate for English Language or Community Teaching Program staff engaged by Professional and Continuing Education. | This category only available for English Language Teachers in PCE, who can be reappointed using this category providing that the total period under this category does not exceed 5 years. | NO |

### Other circumstances - Union Approved (General)

| Appropriate where the circumstances of the appointment do not fall under the description of another category, but they warrant a fixed-term (rather than continuing) appointment. This may include periods of review (previously known as Area Under Review), where agreed by the University and the relevant union. | A staff member may be reappointed in this contract category providing that the total period employed under this category does not exceed 5 years. **Note** that any appointment using this category requires approval from the National Tertiary Education Union (NTEU). | YES Written approval from the NTEU. Please liaise with your HR Advisor to arrange. |

### Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).