

CRAFT - Fixed Term Contract Categories Management Help Guide

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](#) 2017-2021. It is a supplementary document to the CRAFT User Training Guide (Appendix 2).

Note: An appropriate merit based selection recruitment process is required on initial appointment, where appropriate. Where this has not occurred, consider whether a merit selection recruitment process is required at the CRAFT renewal stage.

Contract Category	Definition (refer also to the Enterprise Agreement)	Further information/clarification & Useful hints	Justification/Further approval required?
Specific task or project	<p>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:</p> <p>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; or</p> <p>b) providing support to other staff members, all or a majority of who are engaged on fixed-term contracts.</p>	<p>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.</p> <p>These contracts allow for an end sooner than the specified contract end date if:</p> <p>a) the project or specific task finishes earlier than the contract end date; or</p> <p>b) until such time the position is no longer wholly or substantially funded by identifiable non-recurrent funding external to the University.</p> <p>The above words, whichever applicable, are highlighted in the employment contract.</p> <p>If a staff member's employment is extended under this category, severance payment will be due at the end of their contract.</p>	<p>YES</p> <p>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).</p>

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Senior Staff Contracts	<p>A fixed-term Senior Staff Contract may be offered to the following:</p> <ul style="list-style-type: none"> a) A person to be appointed as an Area Manager; b) A person to be appointed as a Head of School or equivalent; c) Professional staff to be appointed at the classification level of Senior Manager or to a position to which a total remuneration package greater than \$260,000 (or part-time equivalent) applies; or d) Academic staff to be appointed to a position to which a total remuneration package greater than \$260,000 (or part-time equivalent) applies. <p>Where a person enters into a Senior Staff Contract, then the terms of this Agreement (other than this clause) will not apply to the employment, 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.</p>	<p>Senior Staff Contracts are administered by the Strategic Recruitment Team.</p>	<p>Please contact the Strategic Recruitment Specialist or Remuneration Specialist to request a further contract.</p>
Research-Only	<p>Contract category appropriate for employees who will be engaged to undertake research-only functions. Contracts under this category cannot exceed five years.</p>	<p>A contract under this category can be issued to both professional and academic staff members, for a period of up to 5 years.</p>	<p>NO</p>
Research-only - Fellowship	<p>Research-only contract category also captures Fellowship appointments where the Research Branch has provided a confirmation memo that a Fellowship has been extended.</p> <p>Fellowship contracts <u>cannot</u> 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.</p>	<p>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 Appoint</p> <p>If a staff member's employment is extended under this category, they will be due severance payment at the end of their contract.</p>	<p>YES</p> <p>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.</p>

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Replacement staff member	<p>Where a staff member is engaged for a fixed period to:</p> <ul style="list-style-type: none"> 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 higher duties pending the outcome of recruitment action for a vacant higher duties position. 	<p>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.</p> <p>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.</p>	<p>YES</p> <p>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)</p>
Recent professional practice	<p>Where a curriculum in professional, commercial, clinical or vocational education requires that work be undertaken by a person 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.</p>	<p>Appropriate where a person holds recent and relevant commercial experience (e.g. accountants, lawyers) and is being employed to provide practical teaching.</p> <p>A staff member can be extended in this contract category providing that the total period employed under this category does not exceed 2 years.</p>	<p>YES</p> <p>Provide information regarding the commercial experience of the appointee and the relevance to the position being filled.</p>
Apprenticeship or Traineeship	<p>Where an apprentice or trainee is employed:</p> <ul style="list-style-type: none"> a) pursuant to an apprenticeship or traineeship approved by the relevant State or Territory training authority; or b) pursuant to a similar Aboriginal or Torres Strait Islander employment initiative. 	<p>Contract category appropriate for apprenticeships or traineeships approved by the South Australian Department of State Development (refer to Government website for further information) or other apprenticeships or traineeships that relate to Aboriginal or Torres Strait Islander employment.</p>	<p>YES</p> <p>Approval from the Department of State Development (for part a) or relevant employment initiative (for part b).</p>

Fixed-term contract employment subsidiary to studentship	<p>Where a person is enrolled as a student, employment under a fixed-term contract may be adopted as the appropriate type of employment for work activity, not coming within the description of another circumstance in the preceding paragraphs of clause 2.3, 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:</p> <ol style="list-style-type: none"> such fixed-term 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 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; and a full-time student will not be offered a contract of more than 0.5 FTE fractional time. 	<p>Reappointment under this contract category is appropriate for current students of the University of Adelaide only until the end of their final academic year.</p> <p>The offer of appointment may only be up to 0.5 FTE for any full-time student.</p>	<p>YES</p> <p>Provide sufficient information regarding their area and duration of study, to ascertain relevance and appropriateness under this contract category.</p>
Convertible Academic Employment Contract	<p>A convertible academic employment contract is a fixed-term contract where the position is offered for a maximum period of three (3) years on the basis that the University will, at the expiration of the contract, convert the employment from fixed-term to continuing employment unless:</p> <ol style="list-style-type: none"> the staff member has not met, to the University's satisfaction, the performance expectations set by the University and communicated to the staff member from time to time during the contract, consistent with the requirements of the position; or the position is no longer required by the University. <p>The University may extend the period of the fixed-term contract referred to above in accordance with any period of parental leave or other extended leave of absence.</p> <p>Refer to section 2.3.9 of the Enterprise Agreement for the process where the Head of School intends not to offer conversion to continuing employment at the expiry of the fixed-term contract.</p>	<p>Whilst the expectation is that this fixed-term category will predominantly be used for new hires into the University, it is possible for existing staff to be employed under this category. Where existing staff are appointed, the initial contract needs to be managed via the Appoint system.</p> <p>It is highly recommended that any appointments using this category are for at least 2 years, and that a competitive merit based selection process is completed.</p> <p>As the intention for this category of employment is for the employment to be converted to continuing at the expiration of the contract, the only time you would use CRAFT is when there is either: the need to extend a contract for a period of no more than 12 months; or end contract by way of termination.</p>	<p>NO</p>

Organisational Change – New Area	<p>Appropriate for an identifiable work Unit that:</p> <p>(a) 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;</p> <p>(b) 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;</p>	<p>A staff member currently engaged under this contract category <u>cannot</u> be extended or renewed under the same circumstances (i.e. same contract category).</p> <p>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</p> <p>To perform work previously undertaken which will now be performed at a location more than 50km 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.</p>	<p>YES</p> <p>Provide information and/or documentation regarding the new program/function to be performed or the new location where the function will be performed.</p>
Organisational Change - Unanticipated Change in Enrolments	<p>Appropriate where an identifiable work unit experiences a sudden and unanticipated increase or decrease in enrolments.</p> <p>Fixed term employment under this category may be used for up to 3 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.</p>	<p>A staff member currently engaged under this contract category <u>cannot</u> be extended or renewed under the same circumstances (i.e. same contract category).</p> <p>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.</p>	<p>YES</p> <p>Provide information and/or documentation demonstrating the sudden and unanticipated change in enrolments.</p>
Organisational Change - Disestablished Area	<p>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.</p> <p>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 2.3.13.2 of the Enterprise Agreement.</p>	<p>A staff member currently engaged under this contract category <u>cannot</u> be extended or renewed under the same circumstances (i.e. same contract category).</p> <p>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.</p>	<p>YES</p> <p>Information about and/or documentation demonstrating the decision to disestablish area.</p>

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Teaching Fellowships	<p>Teaching Fellowship will:</p> <ol style="list-style-type: none"> be full time, or part time; have a duration of not less than twelve months and no more than three (3) years; and may be allocated a workload of up to 75% teaching and teaching related duties. <p>To be eligible for appointment to a Teaching Fellowship, you will have:</p> <ol style="list-style-type: none"> been awarded a PhD or would be likely to have been awarded a PhD by the commencement of the appointment; or performed casual teaching work for the University in at least two (2) teaching periods during the past three (3) years. <p>Teaching Fellowship appointments will be made on the basis of an open, competitive and merit-based selection process.</p>	<p>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.</p> <p>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.</p>	<p>YES</p> <p>Evidence that the staff member still meets the criteria of the contract category.</p>
Other circumstances	<p>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.</p> <p>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:</p>		
<p>Other circumstances</p> <p>- Vet School Residents (Academic Only)</p>	<p>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.</p>	<p>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.</p>	<p>NO</p>
<p>Other circumstances</p> <p>- PCE Teachers</p>	<p>Appropriate for English Language or Community Teaching Program staff engaged by Professional and Continuing Education.</p>	<p>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.</p>	<p>NO</p>
<p>Other circumstances</p> <p>- Union Approved (General)</p>	<p>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.</p>	<p>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).</p>	<p>YES</p> <p>Written approval from the NTEU. Please liaise with your HR Advisor to arrange.</p>

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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](#).

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