**CONTRACT CONVERSION REVIEW**

*Conversion of fixed term/contingent appointments to ongoing (either full or part time)*

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| --- | --- |
| **Name** |  |
| School/Unit |  |
| **Faculty/Division** |  |
| Classification  | **Academic/Teachers/ Professional HEW Level** |  | Step |  |
| **Supervisor** |  |
| **Service details** |  |

|  |  |  |
| --- | --- | --- |
| Requirements for conversion | **YES** | NO |
| * Academic
 | 12 months or greater contract | ❑ | ❑ |
| * Teachers
 | *12 months or greater contract* | ❑ | ❑ |
| * Further employment offered
 |  | ❑ | ❑ |
| * Competitive Interview
 | Attach evidence | ❑ | ❑ |
| * Performance record
 | Attach statement on performance | ❑ | ❑ |
| * Same duties
 |  | ❑ | ❑ |
| * Same hours
 |  | ❑ | ❑ |
| * Same level
 |  | ❑ | ❑ |
| * Position is ‘ongoing in nature’
 |  | ❑ | ❑ |

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| --- |
| **Comments from supervisor** |
| I have attached evidence of competitive interview and a statement on performance and recommend/not recommend conversion. (please circle).  |
| Name and Title | Date |

|  |
| --- |
| **Head of School/Head of Division** |
| Signature | Date |

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| --- |
| **Pro Vice-Chancellor/Director/Associate Director** |
| Signature | Date |

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| **Recommendation from HRS (to be completed by Employee Relations):** |
| **Signature Date** |

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| **Approval:** |
| **Signature Date** |

**Delegations**

Approve conversion - Professor and HEW 10 or above. Band 1 (Vice Chancellor and President).

Approve conversions - up to and including Assoc Prof/HEW 10. Band 1&2, (Vice Chancellor and President, Deputy Vice Chancellor and Director HRS).