

EMPLOYEE ON A FIXED TERM CONTRACT - ANNUAL REVIEW

This review will normally take place as an integral but separate element of the performance and development review discussion. The purpose of the review is to reassess the reasons for a post remaining fixed term or alternatively transferring to indefinite status.

Original justification for fixed term arrangement *		
i	the post requires specialist expertise or experience not available within the University in the short term	
ii	to cover staff absence as appropriate	
iii	to facilitate a secondment or career development opportunity	
iv	the student or other business demand can be clearly demonstrated to be particularly uncertain	
v	there is no reasonably foreseeable prospect of short term funding being renewed or other external or internal funding being available or becoming available. Where the short term funding has already been renewed, continuing use of the fixed term contract would need to be justified by objective reasons	
vi	there is a short term workload or a special project	

* Paragraph 6 - Policy and Procedural Arrangements on Fixed Term Employment refers

Continuing relevance of original justification
--

Additional comments on performance in the post if required:

At the end of the review

The manager will advise the employee and Human Resources Service whether the employee should:

- transfer to an indefinite contract of employment ☐
- receive a further fixed term extension ☐
- proceed to termination of the fixed term contract ☐

Employee - please indicate here if you wish this decision to be reviewed YES ☐ NO ☐

If you have ticked yes, the matter will be referred to the appropriate Director/Dean in accordance with the arrangements set out in the Grievance Procedure.

The content of this completed record is an accurate summary of the main points discussed during the performance and development discussion.	
Employee	
Manager	
Date	
Review date(s) agreed	
Actioned by HR Manager on	
Signature:	