

CONTINUING CONTINGENT FUNDED APPOINTMENT APPLICATION FORM

PLEASE COMPLETE AND FORWARD TO:

Human Resources Service Centre, Division of University Operations: hrservicecentre@adelaide.edu.au

This form is to be used by an academic or professional fixed-term staff member engaged in an externally funded position to apply for a Continuing Contingent Funded Appointment. (Please refer to clause 2.1.4 in the [University of Adelaide Enterprise Agreement](#) for additional information.)

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: _____ School/Branch: Work phone:

Title: Family name: Given names (in full):

I hereby apply to be engaged on a Continuing Contingent Funded Appointment.

I can confirm I am employed in an externally funded position, where I am:

- 0.5 FTE or more; and
- an academic or professional staff member who has been employed by the University for a period of 3 years or more, and
- to be appointed to a second or subsequent consecutive contract: and
- employed through a competitive and open selection process, or have completed 10 years of service.

I have attached the following information:

- History of my employment with the University.
- Details of the research grants that I have worked on and my role (where applicable).
- A report from my supervisor about my performance.

Signature: **Date:**

An application for a Continuing Contingent Funded Appointment should be submitted to your supervisor with any relevant supporting documentation.

AUTHORISATION

- I approve the application with an effective date of
- I do not approve the application for conversion on the following grounds:
 - the eligibility criteria in clause 2.1.4.1 of the [University of Adelaide Enterprise Agreement](#) (as amended) was not satisfied.
 - there is evidence that there will be insufficient revenue or funding available to provide continuing support for the staff member's employment beyond a further three (3) year period.
 - the staff member's performance has not been assessed as being at least satisfactory.
 - the staff member is performing work which is predominantly related to discontinued, or discontinuing programs or a disciplinary area that is not being actively pursued by the University.
 - the staff member is a student, and their status as a student is the primary reason for the appointment.

Head of School/Branch Head

Name (please print):

Signature: Date:

Enterprise Agreement	Continuing Contingent Funded Appointment Application	Effective Date:	12 July 2023	Version 1.2
Authorised by	Director, HR Services	Review Date:	30 June 2025	Page 1 of 2
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Area Manager

Name (*please print*):.....

Signature: Date:

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