



Convertible Academic Employment

The purpose of this information sheet is to provide managers with an understanding of the option to employ academic staff on a convertible contract under clause 2.3.9 of the [University of Adelaide Enterprise Agreement](#).

What is the fixed-term Convertible Academic Employment Contract type?

The Convertible Academic Employment Contract is a unique category of employment that enables an academic to be engaged to work for a period of up to two years on a fixed-term contract, after which their employment converts to a continuing position in particular circumstances.

When would I choose to employ a staff member under this category?

When there is uncertainty about the future of a particular type of work, this contract type enables the employment of a staff member on a fixed-term basis in a position that will only convert to continuing employment if, at the end of the fixed-term, the University still needs the position and provided the staff member has met the performance expectations required of the position.

If, at the expiration of the fixed-term contract, the position is no longer required by the University, the contract will come to an end through the process at clause 2.3.9.3 of the Enterprise Agreement.

How long can I appoint someone under this contract type?

The University may appoint a staff member under this fixed-term contract type for up to two years, noting that at the end of this term, the employment is converted to continuing.

What is the probationary period for this type of employment?

A probationary period of 6 months applies to staff members on a Convertible Academic Employment contract under clause 2.3.9.7 of the Enterprise Agreement.

Can this contract type be extended or can another such contract be offered?

New laws which take effect in December 2023 will limit the University's ability to extend this contract type. Managers are encouraged to contact their HR Advisor for further advice.

Can I bring this contract to an end sooner than the contract end date?

This contract type cannot be ended sooner than the contract end date, other than in accordance with clause 2.1.2.2 of the Enterprise Agreement; that is the contract may be ended during the probationary period, or for unsatisfactory performance or for serious misconduct.

Title	Information Sheet 2023-2025 EA: Convertible Academic	Effective Date:	17 April 2024	Version 1.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	17 April 2026	Page 1 of 2



How do I manage performance under this contract type?

Managers must ensure that reasonable performance expectations are set at the commencement of employment and properly communicated to the staff member. These conversations should occur through the PDR process where conversations and any process undertaken to manage performance are recorded.

If there is evidence that the staff member has not met the performance expectations, the position does not convert to continuing at the end of the contract term. To bring the employment to an end at the end date of the contract, the Head of School (or equivalent) must make a recommendation not to convert the employment to the Executive Dean who will consider whether the requirements of clause 2.3.9.1 have been met.

Evidence of unsatisfactory performance can include subjective reports from colleagues and students.

This recommendation process should commence at least 3 months prior to the contract's end date, as the staff member must receive a copy of any recommendation by the Head of School at least 8 weeks prior to the expiry of their contract, in accordance with clause 2.3.9.5 of the Enterprise Agreement.

It is important that the staff member's performance is regularly monitored and communicated with the staff member throughout the duration of this contract. Managers are encouraged to contact their HR Advisor for support in managing performance.

Further enquiries

Please contact the HR Service Centre 831 31111 or email [HR Service Centre](#).

Title	Information Sheet 2023-2025 EA: Convertible Academic	Effective Date:	17 April 2024	Version 1.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	17 April 2026	Page 1 of 2