



Conversion from Academic Casual to Sessional Fixed-term Employment (Interim) (P&C/SFT)

INSTRUCTIONS

- 1 The duration of this appointment may be for not less than six months and will not exceed two years.
- 2 Eligible casual academic staff members include persons who have been employed as a casual for at least one semester in each of the preceding two years.
- 3 **This form, accompanied by a Position Description (PD) and other documentation as specified on page 4, should be completed, authorised, and forwarded to People & Culture (P&C) Employment Services, well in advance of the preferred start date.**
- 4 For further information please refer reference [Clause 61 Conversion From Academic Casual To Sessional Fixed-Term Employment](#), 2019 Enterprise Agreement.
- 5 Staff are reminded that:
 - no undertaking, or assurances given to the casual staff member in respect of the conditions or terms of employment;
 - the individual may not commence the fixed-term appointment until such time as a formal offer of employment has been made and accepted and all the associated paperwork has been finalised by P&C Employment Services.
- 6 Digital signatures can be used on this form. To add digital signatures, please complete the form using Adobe Acrobat.

Section 1: Position Details

(To complete electronically, simply use tab key to move from cell to cell)

- 1 **Proposed Classification of the Position** (note that the candidate must meet the criteria of the relevant Academic Profile, including qualification requirement)

Level A Level B

- 2 **Area/Division**

- 3 **College/Portfolio**

- 4 **Duration of contract (6 months to 2 years) including preferred start date**

- 5 **Supervisor:**

Full name	
Position title	

- 6 **Is this a Prescribed Position?**

(further guidance at: <https://staff.flinders.edu.au/employee-resources/working-at-flinders/employment-screening>)

Yes No

Section 2: Appointment Details

- 7 **Recommended Candidate: Title and Full name**

- 8 **Payroll Number**

<input type="text"/>	<input type="text"/>
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- 9 **Highest qualification obtained**

- 10 **Period(s) worked as a Casual Academic during the last two years**

- 11 **Employment Fraction for this sessional fixed-term appointment**

If the appointment is to be part-time, please indicate the fortnightly work pattern

Note: full day = 7:21 (7 hours 21 mins); half day = 3:40 (3 hours 40 mins) etc

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- they have been assessed as at least satisfactory against the University's [Performance Management Guidelines for Casual Academic Staff \(Part-time Teachers\)](#); and
- the person has been assessed against the Position Description and is able to fulfil the key responsibilities of the position.

<i>Nominator/Supervisor</i>	<i>Digital Signature</i>	<i>Date</i>

<i>Vice-President & Exec. Dean/Portfolio Head</i>	<i>Digital Signature</i>	<i>Date</i>

Section 7: Checklist of attachments to be forwarded with this form

- | | <i>Please indicate</i> |
|---|--------------------------|
| 1 Brief application of recommended candidate including resumé | <input type="checkbox"/> |
| 2 Position Description (PD) | <input type="checkbox"/> |
| 3 Any additional relevant information (<i>please specify</i>) | <input type="checkbox"/> |
| 4 Electronic copy of the PD has been emailed to P&C Employment Services (<i>further guidance at: https://staff.flinders.edu.au/colleges-and-services/people-and-culture/pc-operations</i>) | <input type="checkbox"/> |

Section 8: For P&C use only

Processing of this approved form will be completed in Workday by People & Culture

<i>P&C Employment Services</i>	<i>Digital Signature</i>	<i>Date</i>