



**HUMAN RESOURCES  
CONVERSION TO ONGOING CONTINGENT FUNDED RESEARCH EMPLOYMENT**

Work Area

Enquiries to  Ext No.

**SECTION 1 – APPOINTEE DETAILS**

Employee Number

Family Name  Given Names  Ext No.

**SECTION 2 - ELIGIBILITY**

holds an appointment of .5fte or greater

has been employed continuously for a period of 3 years or more and is to be appointed to a 2nd or subsequent consecutive contract

meets the definition of 'research active' as it applies to the Faculty (academic staff)

is employed on a research project (general staff) Title of project

**SECTION 3 - STATUS**

Convert to  Tenured  Tenurable - requires the submission of Academic Portfolio - Tenure annually for the probation period

**SECTION 4 – POSITION FUNDING DETAILS**

The long service leave levy will be applied.

Is the current funding to continue  Yes  No (*complete below*)

Business unit  Project/grant  Account  %

Business unit  Project/grant  Account  %

**SECTION 5 – REQUIRED ACCOMPANYING DOCUMENT**

Please ensure this document is submitted to Human Resources

Copy of Faculty Research Active definition (*Academic staff only*)

**SECTION 6 - APPROVAL**

Signature of Approved Delegate (*See HR Delegations*)

Date (*dd/mm/yy*)

Name (*please print*)

**SECTION 7 – HUMAN RESOURCES USE ONLY**

Occupancy Updated  
Commencement date - date of receipt of signed acceptance  
Start Reason - OCFRC  
Conditions tab

- Special Condition - OCFRC
- Comments – put in date current appointment is due to cease

Superannuation  
9% to 7% & 14%