

STEP 1 SUPERVISOR'S RECOMMENDATION

Complete & forward to: **Executive Dean of Faculty/Head of Division**

RECOMMENDATION TO **RENEW** THE FIXED TERM APPOINTMENT (Refer CASS 16.2.2 – fixed term appointments may be renewed at the discretion of the University for periods of up to 5 years)

- The fixed term appointment is recommended for renewal for _____ years.
- The updated position description is attached.

The position continues to be required and the senior staff member is satisfactorily performing the duties and responsibilities of the position as required in his/her appointment as a senior staff member.

RECOMMENDATION TO **NOT RENEW** THE FIXED TERM APPOINTMENT

Tick the appropriate box below to provide the reason for non-renewal:

- The senior staff member is **not satisfactorily** performing all of the duties and responsibilities of the position as required in his/her appointment as a senior staff member; **and/or**
- The position is no longer required by the University.

Additional comments attached

Supervisor's signature: _____/...../.....

STEP 2 RECOMMENDATION

Executive Dean of Faculty/Head of Division (for positions SSG4 – SSG6)

Complete & forward to **Vice-Chancellor for approval**

- Recommendation supported
- Recommendation not supported (additional comments attached)

Executive Dean of Faculty/Head of Division's signature: _____/...../.....

STEP 3 APPROVAL

Executive Dean of Faculty/Head of Division: SSG1 – SSG3 Vice-Chancellor: SSG4 – SSG6

- Recommendation **approved**
- Recommendation **not approved**

Any further action required:

.....

Executive Dean of Faculty/Head of Division/Vice-Chancellor's signature: _____/...../.....

Member of Institute (Only complete if applicable)

Institute		Domain (if applicable)	
Position No (for institute)		Campus/Building	

C-Level **1** _____ * First 6 digits of account code for Institute/Domain

End date / / If different to appointment end date

Approved _____ Date: ____/____/____

Head of Institute

NB: One copy of the completed signed form to be retained by the organisational area before forwarding the original to Human Resources (Level 1 88 Musk Avenue, Kelvin Grove).