



Guidance notes for completing the reappointment of staff form

Contents

1. Box 1 - Research/externally funded appointments	1
Sections to complete	1
Signatures required	2
Return of the form	2
2. Box 2 - All other fixed term posts.....	2
Sections to complete	2
Signatures required	2
Return of the form	2
3. Box 3 - Fixed term posts converted to permanent	2
Sections to complete	2
Signatures required	2
Return of the form	2
4. Box 4 - No re-appointment	3

To complete the re-appointment of fixed term staff form, please follow these guidance notes carefully. It is important that you give all the required information. All completed forms should be forwarded to HR four months before the end of the contract – if you are unsure if further funding may become available to allow the post to be extended this must be recorded on the form in section F.

- For posts funded by research awards and other external grants follow the instructions in Box 1.
- For all other fixed term posts follow the steps in Box 2.
- For all posts to be converted to permanent post follow the steps in Box 3

1. Box 1 - Research/externally funded appointments

Sections to complete

- 1.1. No Re-appointment: complete sections E, F, G, H, I, J, K, L and M (see box 4 for further information).
- 1.2. Re-appointment: complete sections C, D and N. Under section C, the Hesa code should be selected from the list shown at <http://www.leeds.ac.uk/rsu/running/index.htm>.

Signatures required

- 1.3. Section N should be signed by the Dean of the Faculty or formal nominee and Section O should be signed by the Faculty Finance Manager or formal nominee. Where the appointee and Principal Investigator are from different faculties, the PI's Faculty Dean's signature is also required in section P.

Return of the form

- 1.4. Please return fully completed form to your HR Assistant contact in the Human Resources Office as well as copies of any correspondence relating to the termination or extension of the fixed term contract.
- 1.5. A copy of the form must also be sent to the Research Support Unit.

2. Box 2 - All other fixed term posts

Sections to complete

- 2.1. No-reappointment: complete sections E, F, G, H, I, J, K, L and M (see box 4 for further information).
- 2.2. Re-appointment: complete section C.

Signatures required

- 2.3. Section N should be completed by the Dean of the Faculty/Head of Service or formal nominee.

Return of the form

- 2.4. Please return the fully completed form to your HR Assistant contact in the Human Resources Office as well as copies of any correspondence relating to the termination or extension of the fixed term contract.

3. Box 3 - Fixed term posts converted to permanent

Sections to complete

- 3.1. Complete section B.

Signatures required

- 3.2. Section N should be completed by the Dean of Faculty/Head of School or formal nominee.

Return of the form

- 3.3. Please return the fully completed form to your HR Assistant contact in the Human Resources office as well as copies of any correspondence relating to the termination or extension of the fixed term contract.
- 3.4. Note - in cases where a member of the Academic & Academic Related (Professional and Managerial) staff was not appointed through a formal University interview panel, or

has not successfully completed probation, it may be necessary to hold a University validation committee before a permanent contract can be confirmed.

4. Box 4 - No re-appointment

- 4.1. If completing sections E, F, G, H, I, J, K, L and M, there is no need to also complete a termination form to notify HR of the details of the member of staff's departure.
- 4.2. Please complete section H for all staff as this information is required for the HESA return exercise.
- 4.3. If you have any further queries regarding the form, please speak to your HR Assistant contact.