**Is this a NEW POST / REPLACEMENT FOR AN EXISTING POST (please delete as appropriate)**

**If REPLACEMENT please insert name of previous post holder ………………………………………………**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School/Unit: | | | Department: | | | |
| Job title: | | | Grade: | | | |
| Start date: | | | End Date: | | | |
| Workstation location (building & room): | | |  | | | |
| If fixed term please tick the relevant box and expand below (see the notes overleaf for options). | | | | | | |
| A\* | B | C | | D | E |  |
| \* Insert name of substantive post holder.  FTE or hours: | | | | | | |
| Grant reference (if known): | | | | | | |
| Principal Investigator’s Signature: Date: | | | | | | |
| **DBS Disclosure required:** YES  / NO  / Require guidance from Human Resources  Please include in the person specification if yes  Reason/Activity role requires DBS:  **NHS Research Passport required:** YES  / NO | | | | | | |
| I approve the recruitment and confirm that there are no suitable redeployees to the post, within the school.  HoD (for research/lecturer posts only) / TSM (for technican posts only) / HoPs (for administrative posts only)  Signature: Date:  Please now forward this form electronically to the Research Services Department for their approval. | | | | | | |
| **RESEARCH SERVICES DIVISION:**  I confirm that funds have been granted to support the above post.  The funds are available for the following period: | | | | | | |
| Signature: Date: | | | | | | |
| **ADVERTISEMENT DETAILS:**  Where advertising is necessary, the HR department will notify you when they have received this approved form and they will then request that you send them the advert, job description and person specification. Please do not send this information until HR, have notified you of receipt of this form. | | | | | | |

**NOTES ON THE USE OF FIXED TERM CONTRACTS**

Fixed term contracts should be used only when there is a genuine and objectively justified reason. Full guidance is at <http://www.sussex.ac.uk/humanresources/documents/ftc-manage-guide.pdf> . To assist with the fixed term appointment sections overleaf please refer to the examples below. **If you do not feel your justification fits into any of these categories please refer to your HR Business Partner.**

**A** to cover staff absence as appropriate (e.g. maternity leave, long-term sickness, sabbatical leave or secondment);

**B** the contract is to provide a secondment or career development opportunity either for the original postholder or his/her replacement. In such cases the individuals would normally revert to their substantive posts at the end of the period of secondment, where applicable;

**C** the post is for a specific task or project;

**D** the student or other business demand is uncertain;

**E** the funding is limited to a specified period.