

REQUEST TO FILL OR EXTEND A BSMS POST FUNDED THROUGH THE RESEARCH DIVISION

Please use tab key to navigate through the form.

For new appointment a C.V. / application form for the post holder must be attached, together with original references where available, and please attach a copy of the occupational health questionnaire with section A completed by Line Manager

1 New <input type="checkbox"/>		2 Extension <input type="checkbox"/>		3 Replacement <input type="checkbox"/>	
School/Unit:			Division / Department:		
Job title:		Grade:	Salary:		
Surname:		Title:	First Name		
Date of Birth:		Nationality:			
Start date:	End Date:		Probation months / years (Dependent on Terms & Conditions)		
State days or hours per week for non-faculty, or percentage time for faculty:					
If part-year state weeks per year:					
Principal Investigator:			Grant Code:		
Title of Project:					CRB Required <input type="checkbox"/>
#Location	Building:		Room:		
If fixed term please tick the relevant box and expand under the section below (see notes over leaf for options). <u>Please note if you have completed the Research Advert Form you do not need fill in this section.</u>					
A <input type="checkbox"/>	B* <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
* Insert name of substantive post holder:					
Investigator's Signature: <i>(all posts)</i>				Date:	
Building and Resource Manager's Signature <i>(technical posts only):</i>				Date:	
RESEARCH SERVICES DIVISION:					
I confirm that there are sufficient funds in the specified research grant funded by:					
Unit	Expense	Activity	%	From	To
Period for which funds are available:			Please tick if the individual is named on the grant: <input type="checkbox"/>		
Research Services Signature:				Date:	
#Deputy / School Secretary Signature: <i>(all posts)</i>				Date:	
Dean Signature: <i>(Faculty posts only – Grade 7 and above)</i>				Date:	

P.T.O.

Research Approvals

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THIS SECTION SHOULD BE COMPLETED ONLY IF APPOINTEE WAS NOT A NAMED PERSON ON THE RESEARCH GRANT AND A RECRUITMENT AND SELECTION PROCESS WAS FOLLOWED

The appointee's application form and references should be attached, together with the Chairperson's record of the interviews giving reasons for recommendation and proposed rejections.

The membership of the Appointing Committee was:

1. (Chair)	4.
2.	5.
3.	6.

Reason for Selection of Appointed Candidate (based on Person Specification criteria):

.....
.....
.....

Details of other applicants are:

Total no. of applicants	No. on whom references called	No. called to interview

Details of Candidates Rejected after Interview:

No.	Name	Brief reason for non-appointment based on person specification criteria:

NOTES ON THE USE OF FIXED TERM CONTRACTS

To assist with the fixed term appointments section over leaf please see the section below, from the Policy on the Use and Management of Fixed-Term Appointments, if you would like to refer to the full document it can be found at: <http://www.sussex.ac.uk/Units/staffing/personnl/policies/fixterm.pdf>

Fixed term contracts should be used only when there is a genuine and objectively justified reason, for example:

- (a) the post requires specialist expertise or recent experience not already available within the University in the short term;
- (b) to cover staff absence as appropriate (e.g. parental and adoptive leave, long-term sickness, sabbatical leave or secondment);
- (c) the contract is to provide a secondment or career development opportunity;
- (d) input from specialist practitioners;
- (e) where the student or other business demand can be clearly demonstrated as particularly uncertain;
- (f) where funding is limited to a specified period, and there is no reasonably foreseeable prospect of it being extended nor other external or internal funding becoming available.

If you do not feel your justification fits into any of these categories please refer to your Personnel Officer.