**Procedures for the Ending of Fixed Term Contracts of Contract Research Staff, Other Unestablished Staff and the Holders of University Offices Supported on External Funds**

**GBO.9903.956, 18 March 1999**

The purpose of this letter is to put in place an appropriate and practicable policy and procedures for ending fixed term contracts in the case of contract research staff and other unestablished staff and the holders of University offices established for fixed periods and supported wholly or partly on external or non-central funds. For administrative ease, the procedures outlined in the enclosed documents are based on the procedures which have already been notified to Faculties and Departments in respect of assistant staff.

The General Board and Council wish to emphasise the need to ensure that all periods of appointments and reappointment of unestablished staff should be commensurate with the period of which funding for the post has been provided, subject to a maximum period of five years at a time.

In the case of staff employed on fixed term contracts supported by external funds whose contracts are coming to an end, employers are obliged to make reasonable efforts to ensure that genuine consultation takes place with the individual concerned and to offer suitable further employment, if available. In the interest of good employment practice and in order to ensure that the University is in a secure position to defend claims of unfair dismissal on the grounds that genuine consultation or possible redeployment did not take place, Departments and Faculties are advised to follow the procedure set out in the enclosed documents in the case of all staff whose contracts are coming to an end and for whom there is no prospect of extending employment in their present post. You are asked to ensure that these procedures are brought to the attention of all members of staff involved in the appointment and reappointment of staff on fixed term contracts.

The General Board and the Council have recently approved a policy and procedures relating to disciplinary action, grievances and appeals in respect of unestablished academic and academic-related staff. A statement of this policy is issued with all contracts of employment. A copy is attached to this letter for ease of reference (Annex 1). Problems arising, particularly in relation to conduct or performance, should be addressed through these procedures. The length of a period of appointment or reappointment should normally be commensurate with the funding that is available. Periods of appointment and reappointment should not be determined as a means of avoiding the need to address conduct or performance issues.

Please do not hesitate to contact me if you feel the need for further advice on the matters addressed in this circular (extension 32266).

Yours sincerely,  
M J Horne