

**ACADEMIC STAFF - VARIATION TO APPOINTMENT FORM**

**FORM 6.05c**

USE TO VARY THE APPROVED FRACTION AND/OR END DATE OF A FIXED-TERM EMPLOYMENT (TO A CUMULATIVE TOTAL OF 12 MONTHS ONLY)  
OR TO TEMPORARILY VARY THE APPROVED FRACTION OF A CONTINUING APPOINTMENT

Division/ Office: \_\_\_\_\_ Budget Unit: \_\_\_\_\_

Position Number: \_\_\_\_\_ Position Title: \_\_\_\_\_

Fraction of appointment: (tick appropriate box)  Full-time  Part-time \_\_\_\_/\_\_\_\_

**CURRENT OCCUPANT:**

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Employee Number : \_\_\_\_\_ Job No: \_\_\_\_\_

Type of Change -  New dates  Variation to Fraction

<b>CHANGE OF DATES:</b>	
New dates	_____ / _____ / _____ to _____ / _____ / _____
	(previous start date) (end date) - Revised? <input type="checkbox"/> Yes
<i>Personnel Office Use only :</i>	
Now eligible for incremental progression to Step: _____ on _____ / _____ / _____ (date)	

<b>VARIATION TO FRACTION ( ?/10, ?/5, ?/4, ?/3, ?/2 ONLY):</b>	
Existing fraction (originally approved)	_____ / _____ Proposed fraction (Temporary) _____ / _____
For the period from	_____ / _____ / _____ to _____ / _____ / _____

**ACCOUNT DETAILS:**

Account Name: \_\_\_\_\_ Account code: \_\_\_\_\_ / \_\_\_\_\_ /212 \_\_\_\_\_%

Account Name: \_\_\_\_\_ Account code: \_\_\_\_\_ / \_\_\_\_\_ /212 \_\_\_\_\_%

Recommend appointment \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**I hereby APPROVE and CERTIFY that this appointment accords with the Enterprise Agreement, that the person is academically qualified to undertake the work, that the salary is appropriate for the appointee's qualifications and experience and that the appointment reflects the appropriate fraction of a normal teaching load.**

\_\_\_\_\_  
Head of Division/Office

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

**PERSONNEL OFFICE USE ONLY**



Macquarie University 9 December 2001

Papers attached and correct \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

For letter and data entry \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Checked \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_