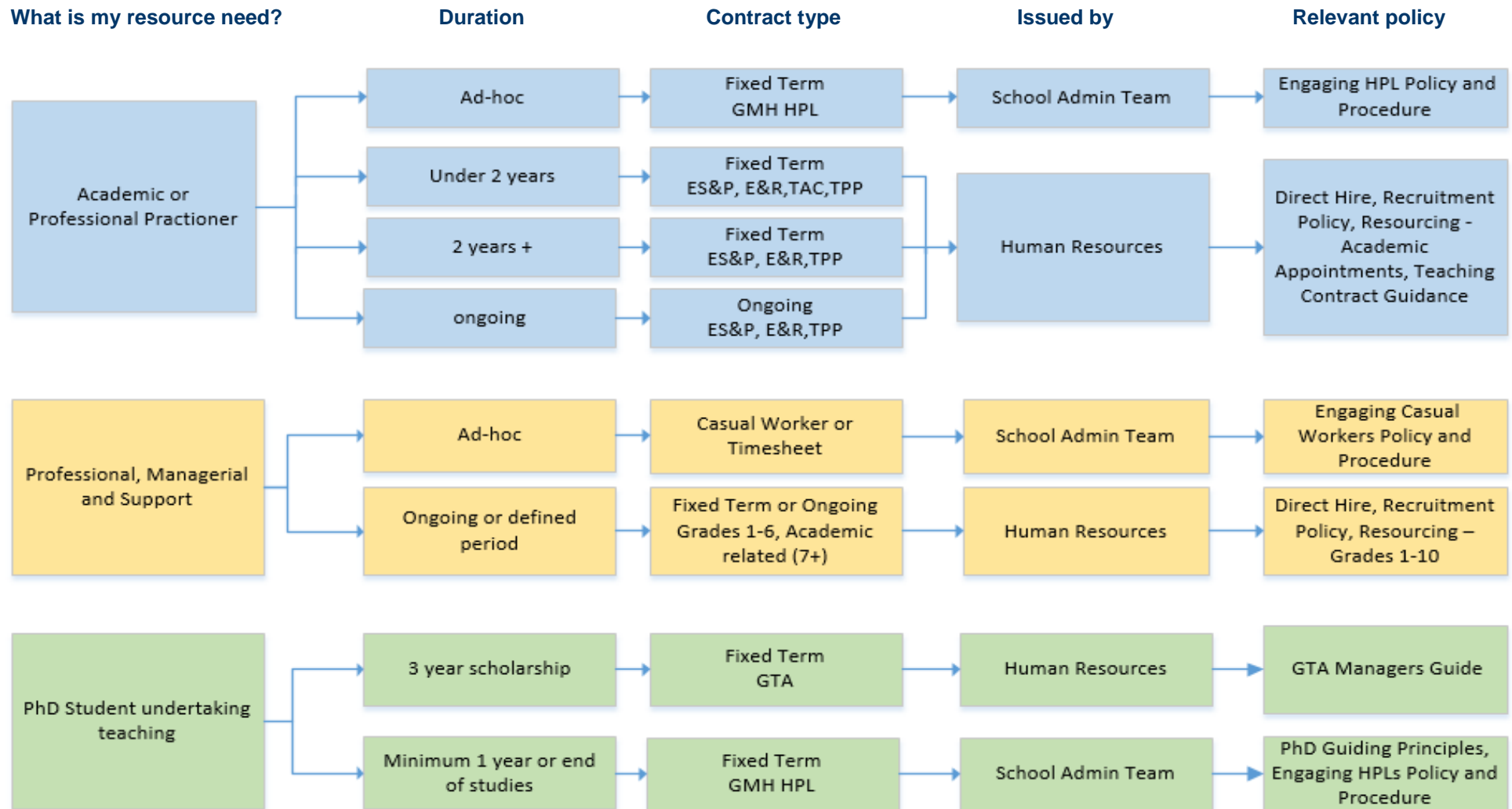


CONTRACT MANAGEMENT/

APPENDIX TWO: Decision tree

The decision tree below is a guide to the types of contracts used within the University. Once you have completed the questionnaire to determine if the work meets the definition of employment and requires the University to issue the individual with a contract, you can use this to determine the most appropriate contract to offer. **It is important that any work undertaken is correctly contracted before it begins**



Key:	Ad-Hoc	Short term period, minimal hours	E&R	Education & Research
	GMH	Guaranteed Minimum Hours	TAC	Teaching - Academic cover
	HPL	Hourly Paid Lecturer	TPP	Teaching - Professional practitioner
	ES&P	Education, Scholarship & Professional Practice	GTA	Graduate Teaching Assistant