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.

**What is my resource need?**

- Academic or Professional Practitioner
  - Ad-hoc
  - Under 2 years
  - 2 years +
  - Ongoing

- Professional, Managerial and Support
  - Ad-hoc
  - Ongoing or defined period

- PhD Student undertaking teaching
  - 3 year scholarship
  - Minimum 1 year or end of studies

**Duration**

- Ad-hoc
- Under 2 years
- 2 years +
- Ongoing

**Contract type**

- Fixed Term GMH HPL
- Fixed Term ES&P, E&R, TAC, TPP
- Fixed Term ES&P, E&R, TPP
- Ongoing ES&P, E&R, TPP
- Casual Worker or Timesheet
- Fixed Term or Ongoing Grades 1-6, Academic related (7+)
- Fixed Term GTA
- Fixed Term GMH HPL

**Issued by**

- School Admin Team
- Human Resources

**Relevant policy**

- Engaging HPL Policy and Procedure
- Direct Hire, Recruitment Policy, Resourcing - Academic Appointments, Teaching Contract Guidance
- Engaging Casual Workers Policy and Procedure
- Direct Hire, Recruitment Policy, Resourcing – Grades 1-10
- GTA Managers Guide
- PhD Guiding Principles, Engaging HPLs Policy and Procedure

**Key:**

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