Secondment Agreement to the Role of Program Director

Dear

### AGREEMENT FOR SECONDMENT TO THE ROLE OF PROGRAM DIRECTOR

Congratulations on your secondment to the Program Director role in (INSERT SCHOOL). Following are the terms and condition of your secondment.

The University seconds (INSERT NAME) and you agree to service the University as Program Director on a full time basis for a fixed term period commencing on (INSERT COMMENCEMENT DATE) until (INSERT END DATE), after which time you will revert to your substantive level. The position description of the Program Director role is attached (Appendix 1).

The secondment to the position of Program Director may be renewed for up to an additional 3 years. Renewal will be at the discretion of the Head of School and subject to:

* Satisfactory performance in the role as assessed by the Head of School
* Consideration being given to business needs
* Consideration being given to equitable developmental opportunities for other academic staff

Three months notice in writing will be given if the first three year Agreement is not to be renewed. (*amend as appropriate if the term is shorter than 3 years)*

*(delete next paragraph if person already classified at Level C or above).*

During this secondment period you will be remunerated at a salary of (INSERT $) which is Level C step (INSERT STEP). This increased remuneration may be superannuable if you so choose and only where accepted by your relevant superannuation fund.

You are expected to participate in appropriate professional development programs for Program Directors. The Head of School will conduct annual performance reviews using the University’s performance management framework for Program Directors as described in section 8 of the Program Director guidelines.

Either party may initiate termination of the secondment agreement by giving not less than 3 months notice in writing.

Should there be a structural change resulting in the disestablishment of the Program Director position before the expiry date of this Agreement, you will revert to your existing substantive level. In this situation the Head of School will give you three months formal notice and beyond this notice period, there will be no further liability to the University under this Agreement.

All other terms and conditions of employment of your existing substantive position remain the same.

Please return a signed copy of this letter to your local Human Resources contact to confirm your acceptance of the role.

I look forward to working with you.

Yours sincerely

### NAME

HEAD OF SCHOOL

Signature of Employee Date

(INSERT EMPLOYEE NAME)