



Policy for transfer from fixed term to open-ended externally funded contracts

1. The department follows the University [guidance on contract type](#).
2. Each fixed-term employee is considered at the time of their next contract extension/renewal using the following criteria:
 - i) The individual has at least 4 years' service; and
 - ii) There is a reasonable prospect of continued funding

Factors that would be taken into consideration under ii are:

- - evidence that external funding has been found in the past;
 - that the type of work and/or the research group is expected to continue;
 - external research funding or funded teaching commitments are confirmed for at least **12 months** and likely to be ongoing beyond that;
 - whether the individual has been successful themselves in bringing in funding for their salary or the group (where appropriate for that role).

3. Not all posts will be able to bring in their own funding (eg professional and support roles that are externally-funded). In that instance, the other criteria will apply, with emphasis on the expected continuation of the work and funding.
4. Where individuals disagree with a decision regarding an open-ended contract, they can request a review by the [People and EDI committee](#).