

Request to renew an existing contract

HR 250

POSITION DETAILS Position Title							
Status of Post (<i>tick</i>)		New Post		Existing Post			
If existing post		Previous Staff member who was in the post		Month and Year Staff member left this post			
Peromnes Grade							
Campus							
Faculty / Division							
Academic or Non Academic Post							
Post report to:							
Main purpose of renewal							
Cost Centre		Cost Centre Name					
		No of years	No of months				
Start Date		End Date					
Course/s Name to be lectured	Course/s Code	No Credits attributed to course/s	What year is the course/s	No of Students currently / expected	Daytime or evening lectures or both		

KEY PERFORMANCE AREAS	% time

REQUIREMENTS AND COMPETENCY

Minimum Qualifications	
Minimum Experience	
Key Competencies	

AUTHORISATION	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Approved by HOD				
Approved by School Head				
Approved by Executive Dean				
Approved by GM Budgeting				