



Casual Conversion Application Form – Academic Staff

Western Sydney University Academic Staff Agreement 2022 – clause 15

This form is to be used by a casual employee (who is employed as an academic staff member) to apply for conversion to ongoing or fixed-term employment.

Employee details

Employee ID:	
Title:	
First name:	
Surname:	
Position title:	
School/ Division/ Office/ Institute:	

Eligibility for conversion

I hereby apply for conversion of my casual status to ongoing or fixed-term employment.

- I confirm that I have worked on a regular and systematic basis in the same or substantially similar role during the immediately preceding 24 months.

Please attach copies of Casual Employment Authority Forms, casual timesheets, and curriculum vitae to support this application.

Signature: Date:
(Employee)

Authorisation (to be completed by Dean/ Director)

- I support the application and a contract of employment request.
- I do not support the application (please refer to subclause 15.14 of the [Academic Staff Agreement 2022](#) for matters to be considered when determining an application for conversion):

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Signature: Date:
(Dean/Director)

Approval

WESTERN SYDNEY
UNIVERSITY



I approve

I do not approve

Signature: Date:
(Chief People Officer)

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