



**AGREEMENT FOR FIXED TERM EMPLOYMENT CONTRACT**

between

Vaal University of Technology  
(VUT)

and

**(Title, Initials, Surname)**

Consulting Supervisor/ Promoter –  
("Employee")

## 1. INTRODUCTION

- 1.1 You are being employed on a fixed term contract.
- 1.2 Your fixed term contract will automatically terminate on the expired period stipulated in this contract.
- 1.3 It is specifically recorded that after the expiry of this fixed term contract, you accept that you have no expectation that the fixed term contract will be renewed or that you will be permanently employed in any position at VUT, including the position of ..... (Dept. ....) at the VUT.
- 1.4 It is further recorded that you are not obliged to enter into a fixed term contract on the terms stated in this agreement and that you must only enter into this contract if there is full agreement to all of the terms thereof, but most specifically the limited duration of the contract.

## 2. APPOINTMENT OBJECTIVES

VUT desires to grow and develop its research activities in the Department .....and to achieve this goal by:

- assisting ???students in the department to achieve their MTech and/or DTech research qualifications in this field.
- assisting at least ?????staff members in the department per year in submitting research papers in accredited academic journals per year.

You indicated that you have the expertise & qualifications and you expressed interest in assisting VUT to achieve this goal.

## 3. DURATION OF CONTRACT

- 3.1 Employee is employed on a fixed term annual performance basis for a ??? year period from (Date) to(Date).
- 3.2 It is specifically agreed that the duration of the agreement will be **performance based on an annual basis** and that the second annual cycle of appointment will only commence once the Line Manager is satisfied with the performance by you in terms of the performance targets stipulated in clause 9 of this agreement.

3.2 When the two year period expires, the contract will automatically terminate. This will not be construed as a dismissal for operational reasons and no severance pay will be payable as the contract will automatically terminate through the effluxion of time.

#### 4. REMUNERATION

4.1 For the duration of this contract the VUT will pay you **R.....** per annum (R ..... over a period of 24 months), payable on the 26<sup>th</sup> of each month.

4.2 The remuneration stated in clause 4.1 is agreed to be on a cost-to-company basis and you will not qualify for any service bonus or any other fringe benefits.

4.3 You agree to the following deductions being made from your salary if applicable:

4.3.1 PAYE and SITE

4.3.2 UIF

4.4 You may be re-imbursed for work related expenses incurred during the fulfilment of your duties, provided that every such expense be agreed upon with your line manager in advance, that subsequent proof of such expenses be submitted and that said expenses paid from the budget of your line manager.

#### 5. REPORTING LINE

You will report to .....in the Faculty of ....., who will be your line manager.

#### 6. THE EMPLOYEE DUTIES

6.1 You are employed as a **Consulting Supervisor for .....students** in the **Department .....**

6.2 You will be working at the VUT's premises.

6.3 Your Job Description is as follows:

6.3.1 Work plan of action (framework, tasks and methodology) (Example)

With the line manager, you will identify in the **Department .....**at VUT at least **??????(No.)** permanent staff member with the potential and appropriate qualifications to commence with an MTech or DTech qualification in this field and to assist such staff member to prepare and submit his/her research proposal with the VUT SENEX committee.

With the line manager, you will identify in the **Department .....**at VUT a further **??(No.)** students and/or staff members with the potential and appropriate qualifications to commence with an MTech or DTech qualification in this field and to assist such students/staff to prepare and submit his/her research proposals with the VUT SENEX committee.

You will visit the assigned MTech and/or DTech staff and students, to supervise and serve as promoter to them, at VUT from the date of appointment (**date**) to end of contract (**date**).

You are obligated to make at least **?? (No.)** visits per month to the staff member and each of the students. Every visit shall be at least one hour per student on a pre-determined and mutually acceptable day of the week, including holiday periods.

As supervisor you will: (example)

- Assist in proposal writing and development
- Supervising and promoting MTech and/or DTech students;
- Assist in research design and advise on the use of research tools;
- Guide the students to combine relevant literature to support the study;
- Assistance in statistical data analysis and interpretation of results;
- Guidance in the compilation of accredited journal article writing;
- Guidance in report writing and quality control;
- Continuous assistance by supervising staff/student's research dissertations.
- Advise the line manager on the development of the research focus area.

6.3.2 You will further guide staff members and students in the department with the compilation of accredited journal article writing;

6.3.3 Expected end products and beneficiaries

??(No.) full-time staff member and ?? (No.) students achieving postgraduate MTech and/or DTech qualifications or a considerable way towards achieving these (for example in the process of preparing for final submission of thesis/dissertation).

?? (No.) staff should compile and submit an accredited journal article - at least one per staff member per year;

6.4 You undertake:

6.4.1 To perform such normal duties of a consulting supervisor and all related duties as required by VUT or its duly authorised representative;

6.4.2 To comply with all instructions, consistent with your status, given to you from time to time by VUT, your line manager, or its duly authorised representative;

6.4.3 To devote all your time and attention during normal business hours, on a predetermined day of the week for at least two hours per student per month (minimum four hours per month), and such time and attention as the exigencies of VUT's business may reasonably require, to your duties under this contract;

6.4.4 To use your best endeavours to promote and extend the business of VUT.

## **7. FLEXIBILITY OF EMPLOYMENT**

7.1 You may be required to perform any reasonable duties and the nature and scope of the duties may be altered, varied and/or extended by the employer from time to time.

## **8. LEAVE**

8.1 Annual leave: Not applicable.

8.2 Sick leave: Not applicable. However if you are ill you are required to make up the time at a mutually acceptable date with your students.

8.3 Family responsibility leave: Not applicable.

**9. ANNUAL PERFORMANCE TARGET**

- 9.1 In relation to clause 6.3.1, ??? (No.) permanent staff member's research proposal approved by VUT SENEX committee and said staff actively conducting research on his/her project towards an MTech or DTech qualification.
  
- 9.2 In relation to clause 6.3.1, ??? (No.) student/staff member's research proposals approved by VUT SENEX committee and said students/staff actively conducting research on his/her project towards an MTech or DTech qualification.
  
- 9.3 In relation to clause 6.3.2, ??? (No.) staff members compiled and submitted an accredited journal article - one per staff member per year;

**10. EARLY TERMINATION OF CONTRACT**

- 10.1 This agreement will be automatically terminated by VUT at the end of the first year of the contract, on (date) and before commencing the second year cycle of the appointment, if you have failed to achieve one or more of the annual performance targets defined in clause 9.
  
- 10.2 Notwithstanding clause 3 above, this agreement may be terminated early for any reason related to your conduct or capacity or due to the operational requirements of VUT, or any other reason in law justifying dismissal.

1. SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of  
\_\_\_\_\_ 2009.

Head of Department: \_\_\_\_\_

2. SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of  
\_\_\_\_\_ 2009.

Executive Dean: \_\_\_\_\_

---

**On behalf of VAAL UNIVERSITY OF TECHNOLOGY**

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

---

**Employee**