2 Limit of Tenure

Where an appointment has a limit of tenure this information this should be recorded as part of the position details.

1. Select the position from the mini explorer diagram
2. Choose Position details

3. Enter the effective date. The position details screen will be displayed.

Position details: Acting Head of Department

Field	Value
Job title	Acting Head of Department
Start date	06/03/2009
End date change	☐
End date	
Position reference	70006453
Probationary period	
Location	
Structure workflow group	
Occupant	Professor Robert S White
Reporting unit	Department of Earth Sciences
Reports to	Head of Department
	Professor James A Jackson (06/03/2009 -)
Expected position end date	
Expected position end reason	
Structure group 1	School of the Physical Sciences
Structure group 2	Contract team C

Position status

Field	Value
Position status	No permission status
Effective from	06/03/2009

4. Enter the expected position end date with the date format of DD/MM/YYYY or use the calendar popup button.
5. Select the expected position end reason from the dropdown list (if appropriate reason exists)
6. Click on Save.

Note: these fields are for information purposes only, they are used for reporting purposes and are available using the Advanced Search. The employee will need to be entered as leaving the position (and an end date entered for the post where the post is also ending) when the occupancy comes to an end.
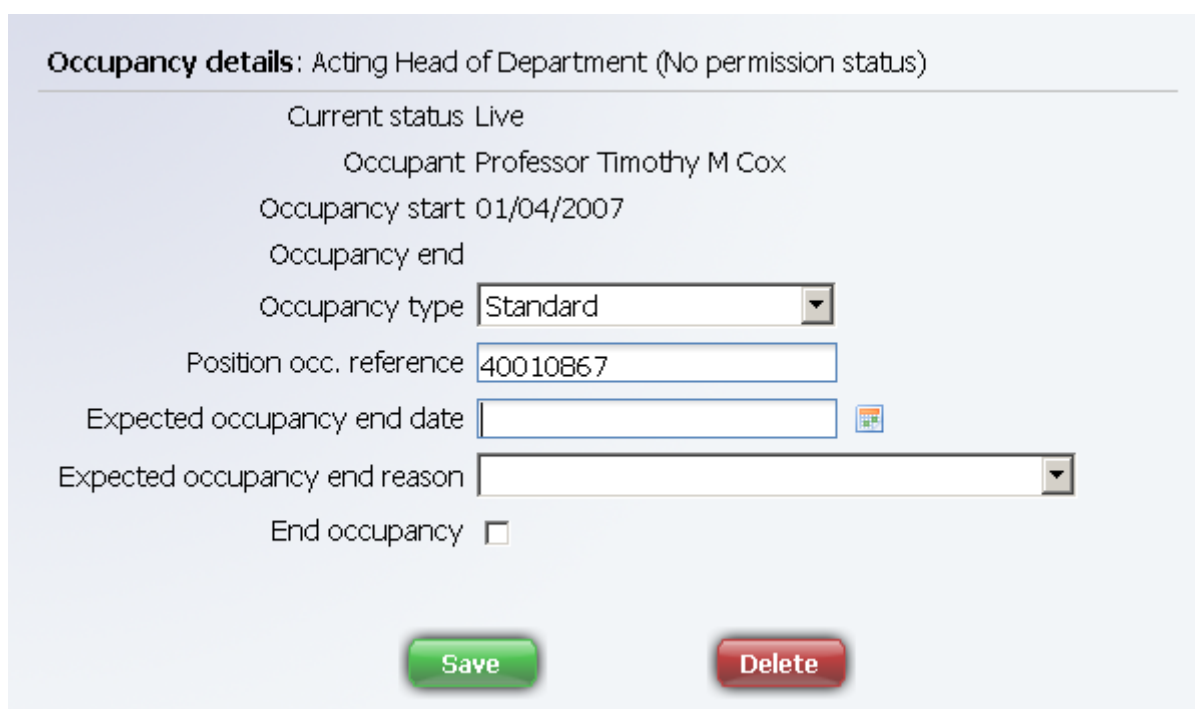
> If the expected position end date is being entered separately to the post and position set up, the position details screen can be accessed by selecting the employee first.
> **Navigate: Organisation > People** (Select a person) **> Employment > Positions > Position details**

1.1 Occupancy Limit of Tenure

Where an appointment has a limit of tenure it is also necessary to enter expected occupancy details for the position. In many cases the occupancy end date will be the same as the position end date, but it is possible that the position can have an end date and reason that is different to the occupancy end date and reason, or that there is an occupancy end date only. Where a position does not have a limit of tenure, but the individual does e.g. Headships and visa/work permit scenarios, an expected occupancy end date should be entered.

1. Select the position in the mini explorer diagram.
2. Choose Occupancy details
3. Enter the effective date
   The Occupancy details screen will be displayed

4. Enter the expected occupancy end date and occupancy end reason
5. Click on Save