**BRUNEL UNIVERSITY LONDON**

ACADEMIC (EDUCATION) FINAL PROBATIONARY REPORT

TO:

**Name of probationer:**

**Lecturer Grade:**

**College / Institute:**

**Department / Theme:**

**Date of appointment:**

**Probation report**

**6 month interim report due: \*(for fixed term appointments only/remove if permanent)**

**1st interim report due:**

**2nd interim report due:**

**Final probation report due:**

**Final probation date:**

Aims and purpose

The purpose of this final report is to review progress during the probationary period and it applies to academic education staff whose probationary period is for 3 years or less. The report should be completed in consultation with the probationer’s supervisor and discussed with the probationer, who should sign the report to acknowledge that it has been discussed.

If the probationer’s performance is considered to be unsatisfactory, the Head of Department should inform the probationer in writing, giving the reasons for concern, and copying the report to Human Resources. The Head in consultation with Human Resources will meet with the probationer and agree targets for improvement with explicit deadlines and will ensure that appropriate arrangements are made to help the probationer overcome his/her difficulties.

Please provide comments against the criteria detailed on the attached sheets which are intended as a guide only; you may attach additional sheets if you wish.

**Probationary Conditions:**

1. Progress to date on Teaching Qualification to be achieved within 2 years of appointment, please indicate completion date.
2. What continuous professional development and knowledge update has been undertaken and can be evidenced relevant to the discipline and in compliance with professional standards as appropriate.
3. What active engagement has taken place with the Academic Practice team and through other resources and how has this been used in a reflective and innovative way to enhance teaching delivery and provide demonstrable contributions to teaching and learning (both for the probationer and more widely)? Have any additional training activities taken place aimed at developing these skills further?
4. What progress has taken place on design and delivery of high quality research-led teaching and learning across a range of module levels, including practical work, as appropriate. Please provide evidence of achieving a level of good feedback received both through Peer review and students.
5. What progress has been made on effective management and leadership in relation to agreed modules/programmes and contribution to curriculum review?
6. Have all activities complied with the quality standards and College/University regulations and met set deadlines?
7. Conduct/relationships/collegiality with staff, students and external bodies. Include mentoring/guiding/co-ordinating others and evidenced contribution to the student experience. Detail external engagement activities.
8. Contribution to administrative activities set and to overall organisation of the department.
9. Other targets set, including any qualifications with an indication of progress to date and timeframes for completion e.g. PhD.
10. Overall progress against during the probationary period: including completion of mandatory training i.e. Data Protection, Equality & Diversity, UKVI, Health & Safety etc.

Additional comments from supervisor/Head of department.

I have explained all aspects of this probation report.

Signature of supervisor/Head of Department: ……………........................................

Date:…………………………………………….

Additional Comments if applicable:

Signature: ………………………………………………………….…

Date: …………………………………………….

Comments of the probationer:

I have received the above report and have had the opportunity to make my own comments:

Signature of the probationer: ………….......................................

Date: ……….........................................

Please attach panel recommendation following final probationary meeting with probationer and forward to Dean for consideration.

Comments from Vice Provost & Dean of College:

Signature to confirm supported by Vice Provost & Dean of College: ........................................

Date: ….............................................................

Comments from Provost:

Approved / Not approved by DVC (Academic): …………........................................................

Date: ….............................................................