

**CONFIDENTIAL**

# BRUNEL UNIVERSITY LONDON

ACADEMIC FINAL PROBATIONARY REPORT

**Name of probationer:**

**Grade:**

**College/Institute:**

**Department:**

**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:**

**Probationary Conditions:**

Aims and purpose

The process involves the above-named submitting a review of his/her work during probation, including a list of publications, and an interview by a Progression Panel. 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 the 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.

1. Please indicate the teaching/research split if appropriate.

2. Progress to date on Teaching Qualification to be achieved within 2 years of appointment, please indicate completion date.

3. Research progress to date. Has the probationer undertaken any training activities aimed at developing his/her research skills?

4 Has progress been made on applications for research funding to external bodies and what are the timeframes?

5. Number and quality of research publications to date. Are any due for publication?

6. Progress on teaching activity to date. Please indicate level of feedback received both from colleagues and students. Has he/she undertaken any training activities aimed at developing these skills?

7. Other targets set, including any qualifications with an indication of progress to date and timeframes for completion.

8. Contribution to administrative activities and to overall organisation of the department.

9. Conduct/relationships with staff, students and external bodies. Include mentoring/guiding/co-ordinating others and evidenced contribution to the student experience. Detail external engagement activities.

10. Overall progress against completion of probation targets including completion of mandatory training i.e. Data Protection, Equality & Diversity, UKVI, Health & Safety etc.

Additional comments of supervisor/Head of Department.

I have explained all aspects of this probation report.

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

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

Any 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 the Vice Provost & Dean of College for consideration.

Comments from Vice Provost & Dean of College:

Approved / Not approved by Vice Provost & Dean of College:..................................................

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