

Academic Probations – Process for College structure

On receipt of the electronically completed 'Decision sheet' the contract for the academic is drafted with clear and consistent details of the probationary period and the probation conditions are incorporated. The probationary period is normally 3 years and this can only be reduced with approval from the Vice Provost & Dean of College or Provost.

The University's programme for staff new to teaching, must be completed as part of the offer of lectureship where a probationary period is given. Where employees advise they already have two years of Higher Education teaching experience in the UK, are a Higher Education Academy Fellow or hold equivalent accreditation, (evidence would be required) this can be discussed in more detail with the Academic Practice Unit.

As part of the Induction, the line manager is required to ensure the probationer is clear about the probationary conditions and in contact with the Academic Practice Unit.

An informal review should take place at 6 months to discuss the probationary conditions, ensure the mandatory training is being completed and it to check the probationer has registered for the programme with the Academic Practice Unit (takes 2 years) and is fully aware of the requirements of the probation (no written probation report is required by HR at this stage). In addition at this meeting, PDR target setting for the next 12 month period should take place and the PDR form should be completed.

Academics on permanent contracts with typical 3-year probationary period (timeframe to be adjusted accordingly where a reduced probation period has been agreed)

Reminders will be sent to the line manager (copied to the Department Administrator) with details of the probationary conditions as formal annual reviews **must** take place in a timely manner.

- **Year one:** The probation form, with details of employment and the probationary conditions, is emailed to the line manager, copied to the Department Administrator, around the 9 to 10 month period. A probationary review meeting should take place and the form completed and returned to HR by the end of the 1 year period (where the lecturer is in a theme the Theme Leader must be part of the review (or at a minimum provide written input). Any training requirements must be raised so they can be forwarded to Staff Development.
- **Year two:** The probation form with details of employment and the probationary conditions, is emailed to the line manager, copied to the Department Administrator, around the 21 / 22 month period. A probationary review meeting should take place as above and the signed completed form should be returned to HR by the end of the 2 year period. Any training requirements should be forwarded to Staff Development.
- Any actions should be highlighted on the complete probationary form.

*Any issues, or concerns, should be clearly indicated and a discussion must take place with the HR Business Partner. **If any concerns are raised on the form, the form must be passed to the HRBP for review.***

A self-assessment document should be submitted and feedback will be sought from students via Your View, PEP activity, peer review observations, and from the various plans drawn up by the staff.

Interim Probationary Review Meeting must have attendance / input from:

- *Head of Department*
 - *The Departmental Director for Teaching and Learning*
 - *The Departmental Director of Research*
 - *The Senior Tutor from another department within the College*
 - *The relevant Theme Leader/Centre Director and/or PI (if appropriate)*
 - *A representative from HR.*
- **Year three Final Probation:** HR will write to the probationer advising them that they are due to be considered for confirmation of their probation (appendix 1) this will be approximately 3 to 4 months prior to the end of the probationary period.

The probation form with details of employment and the probationary conditions, along with a copy of the letter sent to the employee is emailed to the line manager, copied to the Department Administrator. The Department Administrator writes to the employee inviting them to the final probationary meeting.

Final Probation Panel – Composition must include:

- *Vice Provost & Dean of College (or their nominee)*
- *Head of Department*
- *Relevant Director of Institute*
- *Relevant Vice Deans of Research and Education*
- *Associate Dean (Student Welfare)*
- *Relevant Theme Leader*
- *Representative from Human Resources*
- *Employee on Probation*

For Academic Education staff, the process will be the same minus all research related elements and staff.

If the relevant panel agrees that the objectives have been met, then subject to confirmation by the Vice Provost & Dean of College the staff will begin their probation Year 2 with further set targets. If the panel agrees that the objectives have not been met, the probationary termination process will be followed.

Note – probation and development panels are likely to meet two to three times a year subject to requirements.

Academics on fixed-term yearly / two year contracts / other (a 3 year probationary period is still required but subject to contract extension).

- Interim report required 6 months from start date and then annually, forms are to be sent from HR. The remainder of the process is as above.

As part of the final probation meeting deliberations, the panel make their written recommendations to the Dean of College for his / her consideration and approval of the recommendations if the Vice Provost & Dean of College is not on the panel.

The probationer should not be informed of any recommendations until final sign off is received from the Vice Provost & Dean of College.

Once paperwork comes back to HR from the Vice Provost & Dean of College the probationer will be written to by HR and informed of the outcome, with dates actioned on the system. A copy of the letter is sent to the PA to the Vice Provost & Dean / Department Administrator for information.

Extension of Probation

There may be occasions where the recommendation is for the probationary period to be extended for a specific time frame e.g. employee has taken maternity leave, or one particular element of the probation is not quite completed. In this instance the employee will be written to and the requirements / details outlined to them.

At the end of the probationary extension period the same process as a final probation review is followed.

Extension of probation

If the department panel recommends that the probation period is to be extended (e.g. the employee has not fully completed the probationary conditions) the paperwork is forwarded to the Vice Provost & Dean of College for his/her approval or comments.

Once paperwork comes back from Vice Provost & Dean of College the probationer will be written to and advised of the outcome.

A copy of the letter is sent to the EA to the Vice Provost & Dean of College / Department Administrator for information.

The employee will either be confirmed in their appointment, the probationary period will be extended or other discussions may take place.

If the probation is not confirmed the probationer has the right to appeal against this decision in writing to the Senior HR Business Partner for the area, giving specific grounds for the appeal. All appeal hearings will be chaired by the Provost or his / her nominee.

Academics on fixed-term yearly contract (still require a 3-year probationary period subject to length of contract).

- Interim report required 6 months from start date and then annually, forms will be sent from HR. The remainder of the process is as above.

08 November 2021

PERSONAL

C/o

Dear

Consideration of the confirmation of your probationary appointment is to be made this term and you are asked to submit a brief review of your work including an up to date CV and list of publications, to your Supervisor as the first stage of this process, (you will need to contact your Supervisor to find out when the review should be submitted by).

The Department Probation Panel will consider this on **DATE**, at which your attendance will be required. A recommendation will then be submitted to the Vice Provost and Dean of College for approval prior to the paperwork being forwarded to the Provost, for ratification on behalf of the Vice-Chancellor and President concerning the confirmation of your appointment.

Yours sincerely

Human Resources