

## Academic Probations Process

The probationary period is normally two years and this can only be reduced with approval from the Vice Provost & Dean of College. As part of induction line managers are required to meet with new academic staff within the first week of employment to go through the year one probation requirements to ensure the probationer is clear about their probationary conditions. As part of this meeting department/individual targets may be agreed and the targets adjusted accordingly.

For full time employees there is a requirement to have registered and made significant progress on the University's programme for staff new to teaching, FHEA (or equivalent) as part of the offer of lectureship where a probationary period is given. Where employees advise they have already completed this or an equivalent, (evidence would be required) this can be discussed in more detail with the Academic Practice Unit.

### Year One Probation Process

A mid-term informal review should take place no later than six months after employment commences to discuss the probationary conditions, ensure compliance training has been completed; check that the probationer has registered for the FHEA (or equivalent) and that they are fully aware of the requirements of their probation, a record of the six-month informal review meeting should be retained by both parties although no written probation report is required by HR at informal stages.

Mid-term informal review will comprise of:

- *Line Manager*
- *Probationer*

The mid-term formal review should take place no later than twelve months after employment commences. At this meeting performance against the year one probationary requirements should be formally reviewed with the probationer and the probation year one form completed up to page 8. The probation form should then be submitted to the Departmental Probation and Development Panel for confirmation that the probationer can commence their second year of probation, uploaded to the PDR site and a copy forwarded to HR Operations for their records.

*The year one Departmental Probation and Development Panel will comprise of:*

- *Head of Department*
- *Director of Teaching & Learning*
- *Director of Research*
- *Senior Tutor from another department with the College*
- *Relevant Theme Leader/Centre Director and/or PI (If appropriate)*
- *Representative from Human Resources (if required)*
- *Additional staff may attend within reason to ensure a diverse panel wherever possible*

On receipt of the Departmental Probation and Development Panel's approval line managers should discuss with the probationer the year two requirements and ensure that they are clear about their final twelve months of probationary targets.

### Year Two Probation Process

The second mid-year informal review should take place no later than eighteen months after employment commences to discuss the year two probationary conditions, ensure compliance training is complete and up to date, check the probationer has registered (if applicable) and is progressing satisfactorily towards completing the FHEA (or equivalent) and they are working

towards full completion of their probation (again no written probation report is required by HR at the informal stage).

The year two formal review should take place no later than twenty two months after employment commences. At this meeting performance against the year two probationary requirements should be formally reviewed with the line manager and the probationer and the form completed up to page 8. Once completed the form should be submitted to the Probation Review Panel, with the year one review form, for approval. In addition the year two form should be uploaded onto the PDR site.

Probationers should be working towards achieving the expected level of performance for lecturers (see appendix 1).

### **Final Departmental Probation and Development Review Panel**

The probation review panel will review both the year one and year two probation review forms to consider whether the probation requirements have been successfully completed. The panel will comprise of:

- *Dean of College or delegate (who can be the Head of Dept)*
- *Head of Department*
- *Director of Teaching & Learning*
- *Director of Research*
- *Senior Tutor from another department with the College*
- *Relevant Theme Leader/Centre Director and/or PI (If appropriate)*
- *Representative from Human Resources (if required)*
- *Probationer (if required) and their TU representative/work colleague (if requested)*
- *Additional staff may attend within reason to ensure a diverse panel wherever possible.*

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

If the Departmental Probation and Development Review Panel determine that the objectives and standards have all been met the panel will send confirmation in writing to the HR Operations team for the probation to be confirmed.

If the Departmental Probation and Development Review Panel determine that the objectives and standards have not been met without good reason then the case will be referred to the Vice Provost and Dean of College and the Associate Director HR Business Partnering (Academic) who will ensure that sufficient support and development have been provided.

If probation is not confirmed the probationer has the right to appeal against this decision in writing to the Deputy Director of Human Resources, providing the specific grounds for the appeal. All appeal hearings will be chaired by the Provost or their nominee.

### **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. the probationer has taken maternity leave, or one particular element of the probation is not quite completed. In this instance the probationer will be written to and the requirements / details outlined to them.

If probation is extended the probationer has the right to appeal against this decision in writing to the Deputy Director of Human Resources, providing the specific grounds for the appeal. All appeal hearings will be chaired by the Provost or their nominee.

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

### **Probation Administrative Process**

Template Probation forms are sent to the line manager, and Department Administrator, with the copy of the welcome email.

The line manager should meet with the probationer as soon as possible following the commencement of their employment to clarify the expectations and performance requirements of the role.

Following the year one review the form should be submitted to the Departmental Probation and Development Panel for confirmation that the probationer can commence their second year of probation, uploaded to the PDR site and a copy sent to HR Operations for the employee HR file.

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 reminder, with details of the employment, and a copy of the probationary form, 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 after which the probation form should then be submitted to the Departmental Probation and Development Panel for confirmation that the probationer can commence their second year of probation, uploaded to the PDR site and a copy sent to HR Operations for the employee HR file.
- **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 between the line manager and the probationer 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 appropriate HR Business Partner. **If any concerns are raised on the form, the form must be passed to the HRBP for review.***

### **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 and Dean of College for their approval or comments.

Once the paperwork comes back from Vice Provost and Dean of College the probationer will be written to and advised of the outcome. A copy will be sent to the line manager to ensure that an action/support plan is put in place.



## APPENDIX 1

Element of role	<b>Role Clarity, Typical Standards and Development Guidelines for Academic Staff</b>
	Lecturer
<b>Learning, Teaching and Student Experience: Teaching contact hours</b>	Normal teaching loads and research degree supervisory roles carried out diligently. Feedback returned to students on time.
<b>Learning, Teaching and Student Experience: NSS / Student evaluation of modules</b>	Student module evaluation scores that are at least “good”. Typically leads on developing or delivering a course module(s).
<b>Learning, Teaching and Student Experience: Number of PhD students supervised</b>	Minimum of one student as Co-Supervisor. Research Degree supervision and completions with satisfactory annual progress and completion within 4 years.
<b>Learning, Teaching and Student Experience: Administration roles</b>	Normal admin roles carried out professionally.
<b>Research and Knowledge transfer: Research grants gained as PI or Col over a 3 year period (1)</b>	Normally (and if appropriate) working towards the average research income over 3 years (for subject relevant HESA Comparator Group data).
<b>Research and Knowledge transfer: Number and quality of outputs published over a three year period (1)</b>	One high quality research paper (or equivalent research output) published as Co-author.
<b>Research and Knowledge transfer: Business/ End User engagement and impact (Public Benefit) arising from Research (1)</b>	Low to medium engagement and impact.
<b>External Impact and Markers of Esteem: Some external contribution to conferences or other outside bodies. Journal editorships and membership of funding bodies over a three year period (1)</b>	One paper (or equivalent research output) presented at a national conference. External contribution to other outside bodies.

Element of role	<b>Role Clarity, Typical Standards and Development Guidelines for Academic Staff</b>
	Lecturer
<b>External Impact and Markers of Esteem: Contribution to public engagement and outreach activities</b>	Contributes to increasing public engagement and/ or widening participation.
<b>Leadership, Management and Collegiality: Internal contribution to the University, to the College and to the Department</b>	Contributes innovative ideas on teaching and research. Is a good University citizen.

1 Typical performance indicators: 1) average research grant income over 3 years by subject and average number of PhD students by discipline are based on HESA comparator universities used by Brunel’s Planning department and b) Brunel quality indicators for research publications and articles also from Planning.