**Note:** We recognise that the work environment has and continues to be challenging during the pandemic and that the impact of COVID will be taken into account during probationary reviews.

# **Lecturer Probation- Review Form Year 1**

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| --- | --- |
| Name of Probationer:  |  |
| Job Title: | Lecturer  |
| College/Department: |  |
| Date of Appointment: |  |
| Review Period Covered: | From: To: |
| Line Manager: |  |
| Date of Probation Meeting: |  |

## **Targets for period 201X/1X**

(For academic staff, objectives should be categorised under the following headings: Learning, Teaching and Student Experience (LTSE), Research and Knowledge Transfer (R), Contribution to citizenship, collegiality and excellence in management (CCM) and External impact and markers of esteem (E) – see Academic Lifecycle document for more details)

| Target | Measures (should cover both *what* is to be achieved and *how* it is to be achieved) | Timescales | Mid-Year Informal Review Comments/Assessment | End of YearComments/Assessment | Overall Assessment: Met (M), not met (NM), exceeded(E), Exceptional (Excep) |
| --- | --- | --- | --- | --- | --- |
| Set at start of review period | Set at start of review period | Set at start of review period | Complete at six month informal review meeting | Complete at end of 12 month period. |
| Successfully complete local (Department) and Brunel induction | * Book and attend the Welcome to Our World and Equally Different workshops
* Meet with Head of Department or Division Lead for an induction discussion
* Read and understand key/core documents, including College plans, College IntraBrunel pages and other IntraBrunel pages signposted by colleagues
* Complete web profile
 | Within 6 months of start |  |  |  |
| Full-time staff - Register and be on track for significant progress of the FHEA programme | * Register for first available FHEA course
* Commit to making significant progress in all aspects of the FHEA programme
* Meet with FHEA Mentor on a minimum of XX occasions
 | By the end of Year 1 |  |  |  |
| (Unless Academic Education) apply for an external research grant. | * Meet with Theme Leader or Centre Director to discuss
* Investigate options for start-up funding through RSDO (meet with Research Development Officer)
* Sign up for a [Research Professional](https://www.researchprofessional.com/0/rr/home) account
* Register on ORCHID
* Populate BRAD
* Populate BURA
 | Initial activity within 3 months of startingApplication approved and submitted by end of Y 1 |  |  |  |
| Define contributions to Year 1 teaching, research and management workloads | * Meet with Line Manager to discuss
* Draft Personal Education Plan
* Draft Personal 3 year Research Plan
* Complete initial Personal Career and Development Plan in PDR portal
 | Within 1 month of starting |  |  |  |
| Fully contribute to the Division’s activities across the academic year | * Actively participate in Divisional staff meetings.
* Attend/Participate in Boards of Study
* Participate in a minimum of 1 student recruitment event (Open / Applicant Day)
* Participate in panels and boards of examiners
* Contribute to the development of specific lectures and modules
* Attend panel and board of examiners meetings relevant to teaching
* Support colleagues in their academic development and administrative tasks
* Undertake Blackboard Learn training online
* Undertake Tutoring@Brunel
 | Ongoing throughout the year |  |  |  |
| (Clarify a target around specific requirement for research-related publications and / or REF-compliant items) | * Meet with Department Director Research / Theme Leader / Centre Director to discuss research activity
* Develop Personal Research Plan
* Identify Research Mentor
 | By the end of Year 1 |  |  |  |
| Engage with and complete all aspects of Brunel’s mandated compliance training | * Review the requirements of the personal [Compliance Report](https://intra.brunel.ac.uk/s/StaffDev/compliancereports/Pages/default.aspx) and complete all relevant online training and any role dependant training
 | Within 6 weeks of starting |  |  |  |
| Meet key contacts from across the College and wider Brunel in order to understand their roles and responsibilities | * Must include College Education and Research Managers, Department Directors, Senior Tutor and Department Administrator and relevant Student Programmes Manager
* May include representatives from Student Services, RSDO, CMSR Business Partner, HR Business Partners and College Services Manager.
* Participate in Peer Review process
* Achieve positive reviews from Student Experience Committee (SEC) if relevant
 | Within 2 months of starting |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Once you have added your targets above, please ensure that you complete your online Personal and Career Development Plan.**

## **Comments Section**

### Managers overall comments and sign off

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| --- |
|  |

Managers sign off: …………………………………………………………………………………………………..

### Probationers overall comments and sign off

|  |
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|  |

Probationers sign off: …………………………………………………………………………………………………..

**Thank you for completing this form. Please note that by submitting this Probation review form you are agreeing that it provides an accurate reflection of the discussion(s).**

**Departmental Probation and Development Panel Review Form:**

In attendance: Date of Panel:

(Chair):

(HR):

### Feedback from the Panel in respect of Targets met:

|  |
| --- |
|  |

### Feedback from the Panel in respect of Targets not met:

|  |
| --- |
|  |

### Recommendations:

|  |
| --- |
|  |

Outcome by Head of Department / Dean:

For Interims reviews: Requiring additional measures / Progressing satisfactorily

For Final reviews: Approved / Not Approved *(delete as appropriate)*

Signature of the Head of Department / Vice Provost and Dean (d*elete as appropriate):*

Date: …............................................................. *(This page must be forwarded to Human Resources to update Probation record)*