**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 2**

|  |  |
| --- | --- |
| 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 202X/2X**

| Target | Measures (should cover both *what* is to be achieved and *how* it is to be achieved) | Timescales | Mid-Year Review Comments/Assessment | End of Year  Comments/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 mid-year review meeting | Complete at end of review period | Complete at end of review period |
| Expand contributions to the development of specific lectures and modules in line with the Personal Education Plan | * Be on track of making significant progress on FHEA programme * Achieve positive feedback via Student Experience Committee (SEC), Peer Review or other feedback mechanism |  |  |  |  |
| (Unless Academic Education) Submit at least one Grant application | * Maintain a regular tempo of meetings with RSDO, the Theme Leader or Centre Director * Actively participate in Theme / Research Centre events | Initial activity within 3 months of starting  Grant submission completed by the end of Year 2 |  |  |  |
| Define contributions to Year 2 teaching, research and management workloads | * Meet with Line Manager to discuss * Review Personal Education Plan and update, as necessary * Review Personal 3 year Research Plan (and update as necessary) – with Theme/Research Centre Director * Review and develop Personal Career and Development Plan via the PDR portal | By the start of the next academic year |  |  |  |
| Widely contribute to the Division’s activities across the academic year | * Actively participate in Divisional staff meetings * Participate in a minimum of 2 Boards of Study * Attend a minimum of 1 Student Experience Committee * Support colleagues in their academic development and administrative tasks * Undertake ongoing development as agreed with the Line Manager | 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: * Development of Personal 3 year Research Plan * Publications | By the end of Year 2 |  |  |  |
| Engage with and complete all aspects of Brunel’s mandated compliance training | * Review the personal [Compliance Report](https://intra.brunel.ac.uk/s/StaffDev/compliancereports/Pages/default.aspx) and complete any required refresher / additional online training and any role dependant training e.g. research integrity | Register within 6 weeks of starting Year 2 |  |  |  |
| Identify an appropriate management and leadership task / role for Lecturer Development Year 1 | * Discuss with Line Manager * Undertake all training required for task / role * Shadow a colleague undertaking that task / role | No later than 6 months |  |  |  |
| Identify a minimum of 1 opportunity to engage externally to the University in an effective way i.e. external examiner, Athena Swan Assessor etc. | * Discuss with Line Manager / Head of Department / Academic Partnerships Office / Vice Dean International | No later than 6 months |  |  |  |
|  |  |  |  |  |  |
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**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

|  |
| --- |
|  |

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:

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| --- |
|  |

Outcome by Head of Department / Dean:

For Interim reviews: Requiring additional measures / Progressing satisfactorily

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

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

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

If the probation is to be extended the form must be forwarded the Vice Provost & Dean of College for signature.