

UNIVERSITY OF ABERDEEN

ACADEMIC STAFF: PROBATIONARY ARRANGEMENTS

ANNUAL REPORT BY PROBATIONER

The details below should be completed by the Probationer and submitted to the Head of School one month in advance of the anniversary of the Probationer's appointment.

NAME	SCHOOL	DATE OF APPOINTMENT
YEAR OF PROBATION	MENTOR	

1. Please summarise the teaching duties you have undertaken in the last year commenting, as appropriate, on the following areas :

- lectures
- tutorial work
- laboratory/practical classes
- examining responsibilities
- supervisory responsibilities (e.g. Honours projects, MSc, PhD ...)
- other teaching duties.

2. Provide an outline of research work undertaken - including details of publications, conference papers, grant applications/awards.

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ANNUAL/FINAL REPORT ON PROBATIONARY LECTURER

(This report will be read in conjunction with Appendix A - Agreed Objectives).

Name:	School:
Date of Appointment:	Year of Probation:

1. **TEACHING:**

a) Comment on the Probationer's achievement of the agreed objectives in respect of teaching. In particular :

- i. have the objectives been achieved?
- ii. comment on the difference between the objectives and achievements.

b) Teaching load:

Laboratory	hours for year.
Lectures	hours for year.
Seminars	hours for year.
Tutorials	hours for year.
Field Work	
Project Supervision	
Other (please specify)	

c) Comment on the Probationer's competence as a teacher.

2. **EXAMINING**

a) Please identify examining duties undertaken.

b) Have examining duties been carried out to your satisfaction? Please comment.

3. **RESEARCH**

a) Have the agreed objectives in terms of research been met? If not, comment on the difference between the objectives and the Probationer's achievements.

b) Please provide details of published work during the year under review.

4. **ADMINISTRATION**

a) Comment on the Probationer's achievement of the agreed objectives in respect of administration.

b) Have the administrative duties been carried out to your satisfaction?

5. **COURSES:** Please identify courses attended by the lecturer during the year under review.

6. **OVERALL PROGRESS**

a) Assessment of the Probationer's progress:
(Consideration should be given to the Probationer's contribution not only to teaching, research and administration but also to the overall activities of the School).

7. **FOLLOW UP ACTION**

Please identify any remedial action and/or training needs which you consider to be necessary.

8. **RECOMMENDATIONS**

Please tick appropriate box to indicate your recommendation.

i) **For those who are not in the final year of probation:**

- That progress be regarded as satisfactory
- That progress be regarded as unsatisfactory. Head of School to complete and attach Appendix E.
- That progress has been exceptional and that, as a consequence, the lecturer be confirmed in post

ii) **For those in the final year of probation :**

- That progress be regarded as satisfactory and that the lecturer be confirmed in post
- That progress be regarded as unsatisfactory and that probation be extended
- That progress be regarded as unsatisfactory and that the appointment be terminated

Signature: _____ Date: _____
Head of School

Name: _____
Head of School

9. Comment on the support and guidance you have received from the School/University.

10. Additional comments from the Probationer.

I have received a copy of this report: Signature: _____ Date _____
Probationer

Name: _____
Probationer

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ACADEMIC STAFF: PROBATIONARY ARRANGEMENTS

AREAS OF DISSATISFACTION WITH PROBATIONER'S PERFORMANCE

<u>Name</u>	<u>Grade</u>	<u>Department</u>
<u>Date of Appointment</u>	<u>Duration of Probation</u>	<u>Mentor</u>

1. Please detail below the area(s) of dissatisfaction or concern in respect of the Probationer's performance.

2. Please detail agreed follow-up action in respect of the above statements.

3. Comments by the Probationer.

Signature: _____

Signature: _____

Name: _____
Probationer

Name: _____
Head of Department

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PROCEDURE FOR HEARING AN APPEAL

General Principles:

This procedure will be used for all Staff Appeal Hearings* including appeals against dismissal and re-grading appeals:

- i) Each Appeal Committee will be serviced by a Clerk who will normally be a Human Resources Officer.
- ii) The Appellant and Respondent have a right to be represented by a person of their choosing (Adviser), who may be a Trade Union Representative.
- iii) The Respondent may be, in the case of Disciplinary Appeals, the Head of School, Director, Head of College or Vice Principal. In the case of Re-grading Appeals, the Respondent may be a member of the Grading/Promotions Committee who was party to the original decision.

1. Documentation

The Clerk will circulate members of the Appeal Committee, the Appellant and the Respondent with the following details, not less than seven days in advance of the hearing:

- (a) Information of the decision appealed against.
- (b) A written statement stating the grounds of the appeal, together with any such information as may be relevant.
- (c) A list of any witnesses to be called, the Appellant and Respondent having been timeously advised of their right to call witnesses and having furnished the names of persons to be called.
- (d) The name of the person, if any, who has agreed to accompany the Appellant as Adviser at the hearing.
- (e) The name of the person, if any, who has agreed to accompany the Respondent as Adviser at the hearing.

2. The Hearing

The hearing shall be conducted as follows:

- (a) All statements and questions shall be directed through the Convener.
- (b) The Convener shall, at all times, have the right of control over the proceedings including the right to determine the issue of relevance.
- (c) At any stage the Convener may require a temporary suspension of proceedings to allow consultation with the Appeals Committee.
- (d) In respect of any matter in issue the Convener shall ensure that the Appellant is accorded the right of final comment.
- (e) No witnesses shall be present in the room in which the appeal is conducted until called to give evidence and witnesses shall leave the room on completion of the process of giving evidence.

The hearing shall proceed as follows:

- (f) The Convener shall commence proceedings by outlining to all persons involved, including witnesses, the form of procedure to be followed. Following this discussion, the witnesses shall be asked to leave the room until they are required to give evidence.
- (g) The Convener shall satisfy him/herself that the Appellant and the Respondent understand the procedure. At this stage the Appellant and the Respondent shall be given an opportunity to comment and/or ask a question on any issue concerning the material circulated before the hearing.
- (h) The Convener shall then invite the Appellant to present his/her case by:
 - (i) Making any relevant statement in support of the appeal (such statement may be by the Appellant's Adviser or supplemented by a statement by the adviser); the Respondent, the Convener and/or any member of the Appeal Committee having the opportunity to ask any relevant question arising from any such statement.
 - (ii) By calling any witness (see 1(c) above) to speak to any relevant matter. The Respondent, the Convener and/or any member of the Appeal Committee will then have the opportunity to ask any relevant questions arising from anything said by a witness.

(Where witnesses are called the Appellant shall have the right to determine the order of presentation of the above two aspects of his/her case).
- (i) The Convener shall then invite the Respondent to present his/her case by:
 - (i) Making any relevant statement opposing the appeal. The Appellant, and/or his/her Adviser, the Convener and/or any member of the Appeal Committee will then have the opportunity to ask any relevant question arising from any such statement.
 - (ii) By calling any witness (see 1(c) above) to speak to any relevant matter. The Appellant, and/or his/her Adviser, the Convener and/or any member of the Appeal Committee will then have the opportunity to ask any relevant questions arising from anything said by a witness.

(Where witnesses are called the Respondent shall have the right to determine the order of presentation of the above two aspects of his/her case.)
- (j) On conclusion of that part of the process provided for in paragraphs (h) and (i) the Convener shall invite the Appellant (and/or his/her Adviser) to sum up the case for the Appellant.
- (k) Following the Appellant's summing-up, the Respondent shall be given an opportunity to sum up; in the event of the Respondent doing so the Appellant shall be invited to make a final response.

3. The Decision

The decision of the Committee, which is not subject to further appeal within the University, shall be communicated in writing to the Principal, if appropriate, and to the parties to the Appeal, also in writing, within 3 working days of the Appeal being heard.

*excepting those staff procedures governed by University Ordinances