**AGREED ANNUAL OBJECTIVES (YEARS 1, 2 AND 3)**

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| This form should normally be completed, for the first time, within 6 weeks of the start of the Probationer’s appointment. This form should then be completed at least one month in advance of the anniversary of the Probationer’s appointment (Years 1, 2 and 3). The Probationer, Mentor and Head of School/Academic Line Manager should meet to complete the relevant sections of the form to clarify and set specific objectives in relation to Research, Teaching and Administration for each year of the Probationary period. |

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| **Name** | **School** | **Date of Appointment** |
| **Year of Probation** | **Duration of Probation** | **Mentor** |

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| **1. TEACHING** |

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| **2.** **RESEARCH**  |

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| **3.** **ADMINISTRATION** |

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| **4. OTHER ACTIVITIES** |

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| **5. TRAINING AND STAFF DEVELOPMENT** |

Please provide details of any training and staff development courses the Probationer will attend.

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| **6. SUPPORT AND GUIDANCE** |

Please provide details of the support and guidance the Probationer will receive from the School/University.

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| **7. SIGNATURES** |

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| **Probationer**  | **Mentor** |
| Name (please print): | Name (please print): |
| Signature: | Signature: |
| Date: | Date: |

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| **Head of School**  |
| Name (please print): |
| Signature: |
| Date: |

**In signing this form, the Probationer agrees that the annual objectives have been discussed and agreed with the Mentor and Head of School.**

**In Months 11 (Year 1) and 23 (Year 2).**

Revised January 2018