**ANNUAL REPORT BY PROBATIONER AND HEAD OF SCHOOL (YEAR 1 AND YEAR 2)**

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| This form should normally be completed at least one month in advance of the first and second year anniversary of the Probationer’s appointment.  The Probationer and Mentor should meet to complete the relevant sections of the form and then submit it to the Head of School/Academic Line Manager who will then complete the other sections.  The Probationer, Mentor and Head of School should then meet to discuss the content of the report. |

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

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| **1. TEACHING** |

**To be completed by the Head of School**

(a) Details of teaching and examining activities

Please complete the table below with information on the teaching duties undertaken by the Probationer during the LAST year.

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**To be completed by the Probationer and Mentor**

(b) Probationer’s experience of teaching and examining

Please comment on your experiences, both positive and negative, in teaching during the year. Include, as appropriate, reference to:

* Your own assessment of your teaching
* Feedback obtained including from colleagues, students and from external examiners
* Experiences of being peer observed and undertaking peer observation
* Support from colleagues
* Teaching done outside the University
* Training courses attended and training activities undertaken to enhance teaching skills
* Innovations introduced

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**To be completed by the Head of School/Academic Line Manager**

(c) Evaluation of teaching activities

Please state the Probationer's agreed objectives for teaching last year

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Please comment on any differences between the objectives and achievements and provide explanations.

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Please comment on the Probationer's competence in teaching and examining and identify the evidential base for your assessment. Please provide further information if the Probationer has made any innovative developments in teaching and learning.

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

(a) Details of research activities

**To be completed by the Probationer and Mentor**

Please provide details of research work undertaken including details of publications, work currently under review, conference papers, grant applications and awards.

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(b) Probationer’s experience of research activities

Please comment on your experiences, both positive and negative, in research during the year. Include, as appropriate reference to:

* Your own assessment of your research
* Feedback obtained including from colleagues and peer review
* Support from colleagues
* Training courses attended and training activities undertaken to enhance research and scholarship skills

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(c) Evaluation of research activities

**To be completed by the Head of School/Academic Line Manager**

Please state the Probationer's agreed objectives for research last year

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Please comment on any differences between the objectives and achievements and provide explanations.

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Please comment on the Probationer's competence in research and identify the evidential base for your assessment. Please provide further information if the Probationer has made any innovative developments in research.

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

**To be completed by the Probationer and Mentor**

(a) Details of administrative activities

Please provide details of administrative duties undertaken.

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(b) Probationer’s experience of administrative activities

Please comment on your experiences, both positive and negative, in administration during the year. Include, as appropriate reference to:

* Your own assessment of your administrative activities
* Feedback obtained including from colleagues and peer review
* Support from colleagues
* Training courses attended and training activities undertaken to enhance research skills

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**To be completed by the Head of School/Academic Line Manager**

(c) Evaluation of administrative activities

Please state the Probationer's agreed objectives for administration last year

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Please comment on any differences between the objectives and achievements and provide explanations.

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Please comment on the Probationer's competence in administration and identify the evidential base for your assessment. Please provide further information if the Probationer has made any innovative developments in administration.

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| **4. OTHER ACTIVITIES** |

**To be completed by the Probationer and Mentor**

Please provide details of participation in external activities or professional associations.

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

**To be completed by the Probationer and Mentor**

Please provide details of any training and staff development courses you have attended.

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| **6. SUPPORT AND GUIDANCE** |

**To be completed by the Probationer and Mentor**

Please comment on the support and guidance you have received from the School/University.

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| **7. OVERALL PROGRESS** |

**To be completed by the Head of School/Academic Line Manager**

Please comment on the Probationer's progress. In addition to a summary of the Probationer's contribution to teaching, research and administration, please consider the Probationer’s contribution to the overall activities of the School.

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| **8**. **FOLLOW-UP ACTION** |

**To be completed by the Head of School/Academic Line Manager**

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

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| **9. ADDITIONAL COMMENTS** |

**To be completed by the Probationer and Mentor**

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**To be completed by the Head of School/Academic Line Manager**

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| **10. RECOMMENDATION** | |

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| **For those who are NOT in the final year of probation** | |
| That progress be regarded as satisfactory and that the Lecturer progress to the next year of the probationary period. |  |
| That progress be regarded as unsatisfactory. Head of School/Academic Line Manager to complete Areas of Dissatisfaction form. |  |
| That progress has been exceptional and that, as a consequence, the Lecturer be confirmed in post |  |

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| **11. SIGNATURES** |

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

**In signing this form, the Probationer agrees that the completed report has been discussed and agreed with the Mentor and Head of School.**

**Revised January 2018**