

University of Aberdeen

Policy and Procedure on Academic Probation

Introduction:

The University recognises that all new academic staff require a period of planned induction, training and appropriate support to ensure that there is a smooth transition from being a new member of staff to becoming an established member of the University.

A probationary period ensures that a Probationer has the opportunity to familiarise him or herself with the academic environment in which he or she operates. It also provides the University with an opportunity of ensuring that the Probationer is capable of undertaking the work for which he or she has been employed (whether lecturer, research fellow or teaching fellow) and can fulfil the role and the responsibilities of an Academic member of staff. It is essential that the probationary period is of a defined length, that the objectives and targets set during probation are achievable and that the Probationer is advised that he or she will not be confirmed in post if his or her performance is unsatisfactory.

Academic freedom is preserved during the probation period.

Scope:

This policy applies to all newly appointed Academic staff (where it is the appointee's first Academic post) unless they have already undertaken a successful period of probation at another Institution which the University considers is equivalent to the probation scheme in operation at the University of Aberdeen. Documentary evidence of participation in such a scheme must be submitted and will be taken into consideration when determining the duration of the probationary period at the University of Aberdeen.

Where staff are appointed to contracts which convert from a research post to a Lectureship after a set number of years, the probationary period will start on the date the Lectureship begins.

Duration of Probationary Period:

The probationary period is normally for three years, with a possible extension for a fourth year in exceptional circumstances. Any new offer of employment made will detail the duration of the probationary period; the probationary period is effective from the date of commencement of new the appointment.

General Principles:

The main aim for the University in operating a policy on Academic probation, is to determine whether the individual can sustain a long-term Academic career within the University, taking account of School and Institutional plans.

The full range of activities of the Probationer must be carefully considered at all times, to ensure that a balanced portfolio of research, teaching, knowledge exchange and administration, is developed by the end of the probationary period.

This policy will be used to monitor and assess the performance and capability of the Probationer during probation, and accordingly the University's Capability Procedure will not apply independently to any Probationer until such time as he or she has been confirmed in post.

Furthermore, the Probationer will not be subject to the formal Annual Review procedure as it is acknowledged that many aspects of the Probationary procedure overlap with the Annual Review process as they both enable individual members of staff to review and reflect on performance over the previous 12 months.

Staff on probation may still apply for the award of a contribution point as part of the annual procedures for managing promotion and recognising contribution for academic, academic related and professional staff, but award of such a point will not pre-empt the outcome of the review of the probationary period.

The length of the probationary period will normally be the same for part-time and for full-time staff. However, the part-time nature of an appointment will be taken into consideration when setting targets and assessing the progress made during the probationary period. This should also be taken into account when drawing up a Teaching, Research and Development Plan.

Maternity, Paternity, and Parental Leave are normally excluded from the period of probation, with the probationary period being extended by the equivalent period of leave taken. Extended periods of other leave of absence, such as sickness absence, may also result in the probationary period being extended if the absence is of a significant duration.

Reasonable adjustments for staff with disabilities will be taken account of.

A period of probation will normally apply to fixed term contracts, and in such cases, will apply until the expiry of the fixed term or until the appointment is confirmed, whichever is sooner. However, this will not in any way affect the discretion of the University to decide whether a fixed term contract which is due to terminate should be renewed or extended. Termination of employment at the end of a fixed term contract does not of itself imply any adverse judgement on the Probationer's performance.

Roles and Responsibilities:

The overall responsibility for the Probationer's progress during the period of probation, lies with the Head of School/Academic Line Manager and it is his/her responsibility to appoint a Mentor. The Mentor will normally have knowledge and experience of the Probationer's subject area, to provide professional advice and guidance to the Probationer during the probationary period, taking into account the specified requirements of the post to which the probationer has been appointed. The overall workload of staff on probation must, in all cases, be determined with care, to ensure that the targets agreed in the probation plan are focussed on the job specification and achievable. The Head of School/Academic Line Manager will be responsible for determining the workload which will be monitored by themselves and the Mentor.

The Head of School/Academic Line Manager is responsible for:

- Arranging for induction to be provided for the Probationer, commencing on or before the start date of his/her appointment.
- Ensuring that the Probationer fully understands his/her role within the School whilst ensuring that the Probationer is not given an unreasonable amount of teaching and administration, that may be detrimental to his/her research efforts in the early part of his/her career.
- Appointing a suitably experienced Mentor. In the event of the assigned Mentor leaving the University or being absent for 3 months or more, the Head of School/Academic Line Manager shall appoint a replacement and ensure that the Probationer is kept informed of any change and the reasons for this change.
- Meeting with the Mentor and the Probationer within six weeks of the Probationer's start date to agree an overall strategic plan for the period of probation and to clarify the University's expectations regarding the quality and quantity of research, teaching, knowledge exchange and administration and the outcomes expected of the Probationer. This then helps to inform the agreed annual objectives with particular focus on the targets agreed for the first year.
- At the appropriate intervals, undertaking review meetings with the Probationer and the Mentor to ensure that they provide the relevant information in their annual report, as it is this which informs the annual report, and the report to the Probationary Review Panel at the end of the probationary period.

- Informing the Mentor about the School's and the University's research and teaching objectives. This will ensure that the Probationer has ready access to a Mentor who is properly informed about the relative priorities within the School and can give appropriate advice.
- The main responsibility of the Mentor is to support the professional development of the Probationer and to provide reasonable advice, encouragement and support to assist the Probationer to successfully complete his/her Probationary period of service within the terms of employment.

The Mentor is responsible for:

- Reviewing the Probationer's progress on a regular basis, including carrying out regular teaching observations, during the probationary period. These informal reviews should take place at least once a term.
- Guiding, supporting and encouraging the Probationer throughout the period of his/her probation to plan, set and achieve objectives and targets and to confirm that he or she understands the procedures governing his/her probationary period and understands the criteria for successful completion.
- Maintaining regular contact with the Probationer to discuss progress and address any issues or difficulties as and when they arise. It should be noted, however, that the Mentor's role is to act as an adviser who should try to empower and encourage the Probationer to solve the matter him or herself.
- Focusing discussions with the Probationer to highlight, to the Head of School/Academic Line Manager, areas where the Probationer is doing well and also, if necessary, identify areas for improvement. Should any problems arise, the Mentor should raise these, as appropriate, with the Head of School/Academic Line Manager who is responsible for addressing any such problems with the Probationer, taking advice where necessary from the Human Resources Section.
- Ensuring the Probationer is aware of the research, teaching and administration objectives within the School and the University and the role within that of the probationer's contract of employment.
- Accompanying the Probationer to review meetings with the Head of School/Academic Line Manager; giving advice to the Probationer when requested and offering advice when he or she believes it appropriate.
- Offering to observe the Probationer's full range of teaching (lectures, seminars, tutorials, laboratory classes etc.) and providing constructive feedback and advice.
- Discussing any evaluation of teaching through feedback obtained by the Probationer, e.g. student questionnaires, peer or Head of School/Academic Line Manager observation of teaching.
- Regularly discussing research plans and other activities appropriate to the discipline (e.g. discussions, group meetings), assisting in drawing up grant proposals, commenting on draft publications etc. and providing constructive feedback.

The purpose of the probationary period is to ensure that new academic staff are given developmental support to enable them to function at an appropriate level for an academic post to which the probationer has been appointed by the end of the probationary period. For new academic staff, probation is therefore a period of both professional development and personal assessment.

The Probationer is responsible for:

- Taking responsibility for her/his own work and agreeing a structured plan with his/her Head of School/Academic Line Manager, in consultation with his/her Mentor, detailing specific and clear objectives for his/her probationary period, together with details of the training/development and guidance which will help achieve these objectives. This plan will thereafter form the basis for probation review discussions.
- Keeping in touch with the Mentor and seeking advice when necessary.
- Ensuring that the Mentor is given appropriate access to the Probationer's activities including, as appropriate, research, teaching and administrative activities.
- Developing a career in research, teaching and administration in line with the requirements of the School and as outlined in the strategic plan agreed with the Head of School/Academic Line Manager and Mentor at the beginning of the Probationary period and also taking account of the agreed annual objectives set at the beginning of each year.
- Working closely with the Head of School/Academic Line Manager and colleagues to meet the School's and the University's research, teaching and administrative objectives.
- Providing a report at the agreed intervals to the Head of School/Academic Line Manager and, at the end of the process, the Probationary Review Panel.
- Ensuring that his/her Mentor is informed about the objectives and feedback provided to the Probationer by the Head of School/Academic Line Manager so that informed support can be given throughout the remainder of the probationary period and beyond.
- The University offers a wide range of courses designed to develop skills in teaching and tutorial work, research planning, preparing publications, applying for research grants, managerial skills etc. and Probationers are required to source and utilise these, discussing with the Mentor which of the courses are most relevant to his/her learning needs. There is also a requirement to complete the course Learning and Teaching in Higher Education at the University of Aberdeen – further information can be found by clicking on the link below:

<http://abdn.ac.uk/cad/new-to-teaching/#T>
- Ensuring that where areas for improvement are identified, he/she works with the Head of School/Academic Line Manager and Mentor to agree what actions are required to facilitate the improvements suggested and the timescales for achievement.
- Raising any problems or concerns about probation as soon as possible with the Mentor and/or Head of School/Academic Line Manager.

The Head of School is responsible for:

- Ensuring equity of treatment of Probationary staff within the School.
- Reviewing the annual reports and progress of each Probationer and providing feedback to the /Academic Line Manager as appropriate.
- Convening the Probationary Review Panel at the end of Year 3, or exceptionally before year 3, and deciding whether or not the appointment will be confirmed or extended.

Procedure:

At commencement of employment:

The Head of School/Academic Line Manager should meet with the Probationer and Mentor and agree an overall strategic plan to clarify and set objectives in relation to Teaching, Research and Administration so that the Probationer is clear about what is expected of them during the probationary period. This would normally be done within 6 weeks of the start of the Probationer's appointment. At this point, the Agreed Annual Objectives should also be agreed to ensure that the Probationer is clear about the specific objectives identified for Year 1 of the probationary period. .

OVERALL STRATEGIC PLAN

This form should normally be completed within 6 weeks of the start of the Probationer's appointment.

The Probationer, Mentor and Head of School/Academic Line Manager should meet to complete the relevant sections of the form to clarify and set objectives in relation to Research, Teaching and Administration so that the Probationer is clear about what is expected of them during their Probationary period.

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

The following strategic plan has been agreed for the probationary period. Detailed objectives SMART (Specific, Measurable, Achievable, Relevant and Time-bound) will be agreed annually.

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

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

In signing this form, the Probationer agrees that the strategic objectives have been discussed and agreed with the Mentor and Head of School/Academic Line Manager.

AGREED ANNUAL OBJECTIVES (YEARS 1, 2 AND 3)

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.

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

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

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

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/Academic Line Manager. In Months 11 (Year 1) and 23 (Year 2).

As outlined above, it is expected that the Mentor and Probationer will have met regularly during the first and second year of employment to review the Probationer's progress and to address any issues or difficulties as and when they arise. At the end of Months 11 and 23 i.e. at least one month in advance of the anniversary of the Probationer's appointment, the Mentor and the Probationer will work together to produce a joint Annual Report for the Head of School/Academic Line Manager, which will provide evidence of the Probationer's progress and duties in relation to the objectives which had been set at the beginning of the year. This form will be countersigned by the Mentor. The Head of School/Academic Line Manager will then complete his/her parts of the Annual Report form

**ANNUAL REPORT BY PROBATIONER AND HEAD OF SCHOOL/ACADEMIC LINE MANAGER
(YEAR 1 AND YEAR 2)**

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/Academic Line Manager should then meet to discuss the content of the report.

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

1. TEACHING

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

(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

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

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

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.

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.

(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

(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

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

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.

3. ADMINISTRATION

To be completed by the Probationer and Mentor

(a) Details of administrative activities

Please provide details of administrative duties undertaken.

(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

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

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

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.

4. OTHER ACTIVITIES

To be completed by the Probationer and Mentor

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

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.

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.

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.

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.

9. ADDITIONAL COMMENTS

To be completed by the Probationer and Mentor

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

10. RECOMMENDATION**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	

11. SIGNATURES

Probationer	Mentor
Name (please print):	Name (please print):
Signature:	Signature:
Date:	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/Academic Line Manager.

The Probationer, Mentor and Head of School/Academic Line Manager will then meet to discuss the content of this joint report. . The Probationer will also be given the opportunity to comment on the level of support provided to them by the University. At the same time, the Head of School/Academic Line Manager, Mentor and Probationer will also discuss and agree objectives for the forthcoming year.

**FINAL REPORT BY PROBATIONER AND HEAD OF SCHOOL/ACADEMIC LINE MANAGER
(YEAR 3)**

This form should normally be completed at least three months in advance of the anniversary of the Probationer's appointment to allow sufficient time for the information to be considered by the Probationary Review Panel.

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/Academic Line Manager should then meet to discuss the content of the report.

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Name	School	Date of Appointment
Year 3 of Probation	Duration of Probation	Mentor

1. TEACHING

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

(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

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

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.

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.

(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

(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

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

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.

3. ADMINISTRATION

To be completed by the Probationer and Mentor

(a) Details of administrative activities

Please provide details of administrative duties undertaken.

(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

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

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

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.

4. OTHER ACTIVITIES

To be completed by the Probationer and Mentor

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

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.

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.

7. OVERALL PROGRESS

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

Please comment of 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.

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.

9. ADDITIONAL COMMENTS

To be completed by the Probationer and Mentor

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

10. RECOMMENDATION**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.	

11. SIGNATURES

Probationer	Mentor
Name (please print):	Name (please print):
Signature:	Signature:
Date:	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/Academic Line Manager.

AREAS OF DISSATISFACTION WITH A PROBATIONER'S PERFORMANCE

This form should normally be completed as soon as possible after it has been identified that the Probationer has not reached the necessary standard to confirm his/her appointment.

The Probationer, Mentor and Head of School/Academic Line Manager should meet to complete the relevant sections of the form to clarify and set revised objectives so that the Probationer is clear about what is expected of them during the extension to their Probationary period.

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

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.

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

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

In signing this form, the Probationer agrees that the issues above have been discussed and agreed with the Mentor and Head of School/Academic Line Manager.

Probationary Review Panel:

The Staff Promotion Committee has delegated authority to the Probationary Review Panel for matters relating to the confirmation or extension of probation. The Probationary Review Panel will comprise the Head of the Probationer's School and two Vice-Principals. The Probationary Review Panel has responsibility for equity of application of the Probationary procedures across the University. A member of Human Resources staff will be in attendance at meetings of the Probationary Review Panel to answer any HR related queries.

Once the final report has been prepared and circulated, the Probationary Review Panel will meet with the Probationer and the Mentor. The Probationer and Mentor will normally be provided with two weeks' advance notice of the meeting. The Panel may also choose to meet separately with the Head of School/Academic Line Manager. Taking account of the documentation supplied over the preceding 3 years, the Probationer's performance will be assessed against the following criteria:

1. Teaching - For example: range and level, teaching development activity including design and development of new modules, teaching and evaluation of existing modules, supervisory and tutorial work, assessment and examining duties.
2. Research - For example: publications output in terms of refereed journals, books, book chapters, working and discussion papers, contribution to seminars and conferences, grant income generated, research students supervised and personal research plans.
3. Administration - For example: course organisation, departmental roles and other collegiate activity.

SCREDS Clinical Lecturers

Please note that due to the nature of the SCREDS appointment (20% Research work/80% clinical) a Probation Review Panel will not be required for these posts. Instead there will be an end of probation review with a Vice Principal and the Head of School of Medicine & Dentistry at the end of the 3 year period.

Recommendations of the Probationary Review Panel will be either that:

- The appointment of the Probationer should be confirmed as all conditions of Probation have been met; or
- The Probationer should continue for a further year on Probation, as all conditions of probation have not been met. Therefore the recommendation is that the period of Probation should be extended to give further time for the Probationer to meet the agreed objectives set out in the revised Probation plan, using the form "Areas of Dissatisfaction".
- The Probationary Review Panel will recommend to the Senior Vice-Principal that the appointment should be terminated giving contractual notice or pay in lieu of notice where appropriate.

Confirmation of Probation:

If it is considered that the Practitioner has reached the necessary standard to confirm his/her appointment, then the Probationer will be informed of this, in writing, and normally within one week of the Probationary Review Panel meeting.

Extension of Probation:

If it is considered that the Probationer has not reached the necessary standard to confirm his/her appointment, but it is considered that with further time and support the performance or capability could improve to a satisfactory level, then the Probationary period will be extended. It is the normal expectation that any extension would not be for more than one academic year. A new plan detailing clear objectives must be agreed with the Mentor and Head of School/Academic Line Manager at this stage.

The Probationer has the right of appeal against the decision to extend the period of Probation. Any appeal against a decision to extend the period of probation will be heard in line with the University Policy and Procedure for Hearing an Appeal.

Non-confirmation of Probation:

If the view is that the Probationer has failed to meet the terms of his/her Probationary period or has failed to meet the identified targets and objectives, then the Probationary Review Panel will recommend to the Senior Vice-Principal that the appointment should be terminated. The Probationer will be informed of this, in writing, as soon as possible and normally within three days of meeting with the Probationary Review Panel.

If the Senior Vice-Principal accepts the recommendation of the Probationary Review Panel and endorses the decision to terminate the Probationer's appointment, then a capability dismissal Hearing will be arranged in line with the University Policy on Capability.

After the Capability Dismissal Hearing if the decision is to terminate the Probationer's appointment the reasons for the termination of contract will be conveyed to the Probationer, in writing, by Human Resources and will also be notified to the University Court. Termination during the probation period (original or extended) will be subject to a contractual notice period or pay in lieu of notice where appropriate.

The Probationer will be advised of their right to appeal against the decision to terminate their contract.

Appeals against non-confirmation of probation

Any appeal against a decision to terminate the appointment will be heard in line with the University Policy and Procedure for Hearing an Appeal.