*This form covers a regular three year academic probation. Where a shorter probation has been agreed by the Faculty Vice-Principal, please delete relevant sections. If a probation extension is required, extend this form by copying and pasting the final (Year Three) section.*

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| **Employee details** |
| **Employee name and job title** |  |
| **School or equivalent** |  |
| **Line manager name and job title** |  |
| **Mentor name and job title** |  |
| **Dates** |
| **Date appointed to role** |  |
| **Date of set-up meeting** | Due by:  | Actual:  |
| **Date of 1st (9 month) assessment** | Due by:  | Actual:  |
| **Date of 2nd (21 month) assessment**  | Due by:  | Actual:  |
| **Date of 3rd (33 month) assessment** | Due by:  | Actual:  |
| **Date probation is due to end** | Due by:  | Actual:  |
| **Role information** |
| **Agreed probation conditions****(teaching qualifications required)** | PGCAP | Yes [ ]  No [ ]  |
| Fellowship of HEA (FHEA): provide level/category and date achieved  |  |
| Other existing accreditation and/or qualification: please specify: |  |
| **Comments**  |  |
| **Role details** | [ ]  Teaching and Scholarship [ ]  Teaching and Research[ ]  Teaching and Professional Practice |
| [ ]  Full-time [ ]  Part-time |
| [ ]  Permanent [ ]  Fixed term (FT) |
| FTE:  | FT expected end date:  |

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| **Year One set-up meeting and review** |
| **Objective 1** |  |
| Timescale/required evidence  |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 2** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 3** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 4** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 5** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 6** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| Areas of concern (conduct, discipline, attendance, timekeeping, sickness) - issues and action takenConsult with the Employee Relations (ER) Team as required |  |
| Development needs/support required in the next assessment period |  |

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| **Overall assessment and recommendation (for Faculty panel)** |
| The probationer has successfully completed PGCAP or another programme agreed as a probation objective or achieved FHEA:[ ]  Yes [ ]  No [ ]  written exemption agreed by Vice Principal  |
| [ ]  Proceed to next stage of probation. [ ]  Recommend that the employee should have an adverse probation report which may include recommendation for dismissal (consult Employee Relations (ER) Team before recommending). |
| Line Manager/Head of School comments |  |
| Signed (Head of School) and date |  |
| Employee comments |  |
| Signed (Employee) and date |  |
| Mentor comments |  |
| Signed (Mentor) and date |  |

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| **Year Two probation objectives and review** |
| **Objective 1** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 2** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 3** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 4** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 5** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 6** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| Areas of concern (conduct, discipline, attendance, timekeeping, sickness) - issues and action takenConsult with the Employee Relations (ER) Team as required |  |
| Development needs/support required in the next assessment period |  |

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| **Overall assessment and recommendation (for Faculty panel)** |
| The probationer has successfully completed PGCAP or another programme agreed as a probation objective or achieved FHEA:[ ]  Yes [ ]  No [ ]  written exemption agreed by Vice Principal  |
| [ ]  Proceed to next stage of probation. [ ]  Recommend that the employee should have an adverse probation report which may include recommendation for dismissal (consult Employee Relations (ER) Team before recommending). |
| Line Manager/Head of School comments |  |
| Signed (Head of School) and date |  |
| Employee comments |  |
| Signed (Employee) and date |  |
| Mentor comments |  |
| Signed (Mentor) and date |  |

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| **Year Three probation objectives and review** |
| **Objective 1** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 2** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 3** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 4** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 5** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| **Objective 6** |  |
| Timescale/required evidence |  |
| Review |  |
| Summary | [ ]  Objective fully met [ ]  Objective part met [ ]  Objective not met |

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| Areas of concern (conduct, discipline, attendance, timekeeping, sickness) - issues and action takenConsult with the Employee Relations (ER) Team as required |  |
| Development needs/support required in the next assessment period |  |

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| **Overall assessment and recommendation (for Faculty panel)** |
| The probationer has successfully completed PGCAP or another programme agreed as a probation objective or achieved FHEA: [ ]  Yes [ ]  No [ ]  written exemption agreed by Vice Principal  |
| [ ]  Recommend the employee be confirmed in their appointment.[ ]  Recommend that the probation period be extended. (Consult with the ER Team)[ ]  Recommend that the employee be dismissed. (Consult with the ER Team) |
| Line Manager/Head of School comments |  |
| Signed (Head of School) and date |  |
| Employee comments |  |
| Signed (Employee) and date |  |
| Mentor comments |  |
| Signed (Mentor) and date |  |