*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 taken  Consult 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 |

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

|  |  |
| --- | --- |
| **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 taken  Consult 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 |

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

|  |  |
| --- | --- |
| Areas of concern (conduct, discipline, attendance, timekeeping, sickness) - issues and action taken  Consult 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 |  |