# probationary lecturer review form

You need to fill in this form so that the Academic Probation Review Sub-Committee can review your progress as a Probationary Lecturer (or as someone seeking to pass probation with a fixed-term lecturer appointment under the 5-year ‘rule’).

You should meet with your line manager within the first six weeks of appointment to discuss and agree objectives which will span the normal three year probationary period. Following this it is expected that you will meet with your line manager on a regular basis to review progress against the objectives. You should use this form to keep a record of your progress made against your objectives throughout your probationary period.

This form will be reviewed by the Academic Probation Review Sub-Committee at 18 months and then three years. The Committee will consider only the information given on this form to decide whether you have successfully met your objectives and so that your probation can be confirmed. The Committee may also provide feedback via your line manager, if required.

### Section 1: About you

|  |
| --- |
|  |
| Name | Click here to enter text. |
| School/Department | Click here to enter text. |
| FTE / contractual hours | Click here to enter text. |
| Line Manager | Click here to enter text. |
| Mentor | Click here to enter text. |
| Category | TR (Teaching & Research) [ ]  TI (Teaching Intensive) [ ]  RI (Research Intensive) [ ]  |
| Date of commencement of employment | Click here to enter a date. |
| Term of 18 month Academic Probation Review Committee | Choose an item. |
| Term of 3 year Academic Probation Review Committee | Choose an item. |
| Date of confirmation of FHEA | Click here to enter a date. |
| **Or, if a fixed term lecturer** to be considered under the 5-year ‘rule’ |
| Fixed term start date | Click here to enter a date. |
| Fixed term expiry date | Click here to enter a date. |

Section 2: Probation objectives

During the first six weeks of your employment with the University your line manager will meet with you to set objectives using the Academic Probation Framework criteria. These objectives are set to help guide your development as a Lecturer at the University and are to be achieved within the three year probation period. Successful completion of probation will depend on your progress and completion of these objectives.

In this section you will need to outline your objectives and provide regular commentary as to how you are progressing to achieve them. You should update this document at least every 6 months, Please note that the Academic Probation Review Sub-Committee will use this information to provide feedback and made recommendations as to the progress of your probation.

|  |  |
| --- | --- |
| **Date of meeting** | Click here to enter a date. |
| **Objective** | **Framework Reference** | **Description of objective** You may want to include details such as; timeframe, support required, how it will be measured etc. |
| **1** | Choose an item. |  |
| **2** | Choose an item. |  |
| **3** | Choose an item. |  |
| **4** | Choose an item. |  |
| **5** | Choose an item. |  |
| **6** | Choose an item. |  |
| **7** | Choose an item. |  |
| **8** | Choose an item. |  |
| **9** | Choose an item. |  |
| **Any other objectives / areas for development** |  |
| **Probationer signature** | Click here to enter text. |
| **Line Manager signature** | Click here to enter text. |

**Section 3: Progress up to 18 months**

**Section 3a: Commentary on progress**

Your progress against your objectives will be reviewed by the Academic Probation Review Sub-Committee at 18 months of employment, by submission of this form. It is important that you keep this form up to date with an accurate record of your progress against your objectives. You should provide a summary of your progress to date against each objective in the boxes below. You can append any additional information if you wish.

|  |
| --- |
| Objective 1: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 2: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 3: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 4: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 5: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 6: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 7: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 8: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 9: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

**Section 3b: General and summative comments for consideration of the Academic Probation Review Sub-Committee**

To be completed by your line manager

|  |  |
| --- | --- |
| Are there any special circumstances attached to the Probationary Lecturer’s appointment which are relevant to the review (e.g. introduction or development of new courses; unexpectedly heavy teaching commitment)? If so, please specify. |  |
| Have you ever had occasion to warn the Probationary Lecturer about his or her performance? If so, please give full information, including your assessment of the improvement (if any) in his performance since the warning. |  |
| Do you consider that the Probationary Lecturer shows promise by his or her work and enterprise of continuing to develop as a University teacher and scholar? |  |
| What is your recommendation for the appointment? | [ ]  Appointment to continue for the period[ ]  All objectives have been met. Appointment to be made permanent with immediate effect. (This should be used in exceptional circumstances, only for experienced Lecturers).  |

**Section 3c: Head of School commentary**

To be completed by Head of School (if Line Manager is not Head of School only).

|  |  |
| --- | --- |
| **Head of School** |  |
| **Comments** |  |
| **Signed** |  |

**Section 3d: Feedback from Academic Probation Review Sub-Committee**

|  |  |
| --- | --- |
| **Feedback summary** | **Action** |
|  |  |
|  |  |

**Section 4: Progress to 36 months**

**Section 4a: Commentary on progress**

Your progress against your objectives will be reviewed by the Probation Review Sub-Committee at 36 months of employment, by submission of this form. It is important that you keep this form up to date with an accurate record of your progress. You are required to provide a summary of your progress to date against each objective in the boxes below. You can append any additional information if you wish.

|  |
| --- |
| Objective 1: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 2: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 3: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 4: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 5: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 6: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 7: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 8: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

|  |
| --- |
| Objective 9: *(insert description of objective here)* |
|  | Summary of progress  |
| Probationer comments |  |
| Line Manager comments |  |

**Section 4b: General and summative comments for consideration of the Academic Probation Review Sub-Committee**

To be completed by your line manager

|  |  |
| --- | --- |
| Are there any further special circumstances attached to the Probationary Lecturer’s appointment which are relevant to the review (e.g. introduction or development of new courses; unexpectedly heavy teaching commitment)? If so, please specify. |  |
| Have you ever had occasion to warn the Probationary Lecturer about his or her performance? If so, please give full information, including your assessment of the improvement (if any) in his performance since the warning. |  |
| Do you consider that the Probationary Lecturer shows promise by his or her work and enterprise of continuing to develop as a University teacher and scholar? |  |
| What is your recommendation for the appointment? | [ ]  Appointment to be made permanent (with immediate effect)[ ]  Request for a formal process or hearing to be initiated (please ensure that you have sought advice from your HR Partner before making this recommendation) |

**Section 4c: Head of School commentary**

*To be completed by Head of School (if Line Manager is not Head of School only).*

*Please ensure the form is fully completed for both progress at 18 months and 36 months for the Academic Probations Committee to complete a full review.*

|  |  |
| --- | --- |
| *Head of School* |  |
| *Comments* |  |
| *Signed* |  |

**Section 4d: Feedback from the Academic Probation Review Sub-Committee**

|  |  |
| --- | --- |
| **Feedback summary** | **Action** |
|  |  |
|  |  |