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T&R Contract

TI Contract

# Probationary Lecturers

# Review of appointment

You need to fill in this form so that the University Executive Board 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’). The Board will consider the information given on the form to decide whether you have passed probation.

Fill out Section 1 of the form, and then pass it on to your Head of Department.

### Section 1: to be filled in by the Probationary Lecturer

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| About you | | |
|  | | |
| Name |  | |
| School/Department |  | |
| **Probationary appointment** | Length of probationary period |  |
| Date of commencement |  | |
| Expiry date |  | |
| **Or, if a fixed term lecturer** to be considered under the 5-year ‘rule’ | | |
| Fixed term start date |  | |
| Fixed term expiry date |  | |

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| Your teaching | |
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| What teaching responsibilities have you been allocated within your Department/School? (List the programmes and modules upon which you teach/work, details of what you do on these – convening, lecturing, tutoring, running practicals, etc. – and the number of hours; give details of other teaching-related activities in which you are involved.) |  |
| What innovative contributions (in terms both of materials and methods) have you made? |  |
| What other teaching (if any) do you do in the University (e.g. sessions for the Graduate School, or for CQSD)? |  |
| To what extent have you contributed to the development of teaching and learning within and beyond the University (e.g. examining, conference presentations on teaching and learning, professional involvement)? |  |

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| Your research |

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| Please list your publications/research outputs in each of the following categories, including all authors, dates, page numbers etc.  *Please mark with an \* any work begun and with an \*\* any work completed before your current appointment.* | |
| Published work |  |
| Completed work accepted for publication |  |
| Completed work not yet submitted for publication |  |

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| Has there been anything to prevent or delay publication (e.g. lack of specialist journals, undue delay between acceptance and publication, non-routine School or Departmental activity that has affected the time you could normally be expected to devote to research)? | | Yes  No |
| If yes, please explain |  | |

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| If you do not have a higher degree, are you registered for a PhD? | Yes  No |
| If yes, for how long have you been registered? |  |
| Of this time, how long were you engaged on the PhD as a full-time student? |  |
| What stage has your thesis reached? Or, what is the likely date of submission? |  |

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| How many research students have you acted as supervisor or co-supervisor for, and with what success? |  |
| What is the principal focus of your research? Please give evidence (other than publications) of work in progress. |  |

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| To what extent have you developed research independence during the probationary period? | |
| Please illustrate this by reference to:  all grant applications and outcomes, including details of funding source, value and co-applicants, if any;  internal and external collaborations;  research leave;  significant publications (selected from those listed previously) such as monographs or other outputs not directly related to your PhD thesis;  organisation of internal and external workshops and meetings in the area of your research. |  |

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| Your enterprise activities | |
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| To what extent, where appropriate, have you been involved with the users of research and development in furthering the impact of their research (e.g. ongoing relationships with industry, business, government, other stakeholders)? Related indicators might also include consultancy, CPD and support for external use of specialist facilities. |  |
| To what extent have you undertaken activities that have enriched, or have the potential to enrich, the student experience (e.g. the development of employability skills, employer engagement, the securing of placements and/or internships)? |  |
| To what extent have you engaged in significant outreach activity (e.g. membership of governing bodies, schools liaison, support for University museums and collections, public lectures, seminars or other dissemination events)? |  |

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| Your administrative and other activities | |
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| Please tell us about any administrative and other duties that you have undertaken both within and beyond the University and which have not been listed elsewhere. |  |

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| Sign or print name |

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|  | | |
|  | **Date** |  |

*Now* ***email*** *this form to your Head of Department/School to enable them to complete this form electronically.*

### Section 2: to be filled out by Head of Department/School

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| Please indicate if this will be a  Teaching & Research contract or a  Teaching Intensive contract | T&R  TI |

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| Teaching | |
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| Is the teaching load of the Probationary Lecturer comparable with that of others in your Department/School? |  |
| To what extent have you, or a member of your Department/School delegated by you, reviewed the teaching responsibilities of the Probationary Lecturer (such as attending teaching sessions, reviewing teaching materials and student evaluations of teaching, evaluating pedagogical scholarship)? |  |
| In the light of your own knowledge, and also of evidence if available from other members of your School/Department, what is your opinion of the Probationary Lecturer’s teaching? |  |

### A separate report will be made by the Centre for Quality Support and Development regarding the status of the Probationary Lecturer in relation to the Academic Practice Programme (APP) or their fellowship status with the Higher Education Academy (HEA)

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| Research | |
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| What is your overall opinion of the originality and quality of the research work in which the Probationary Lecturer is engaged and to what extent are you persuaded that it has relevance and impact? Comments from senior members of your School/Department may be attached if desired. |  |

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| General and summative comments | |
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| 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 be made permanent (with immediate effect)  Appointment to continue for the rest of fixed term period of post (with immediate effect)  Appointment to be extended for a further probationary period of one year and be reviewed again in one year’s time  Appointment to be terminated |
| Please give a full account of the reasons for your recommendation focussing on the extent of your confidence in the Probationary Lecturer making a significant and enduring contribution in the years ahead. |  |

*If a person is being considered after 5 year’ service as a fixed term Lecturer, for satisfactory completion of that ‘equivalent to probationary period’, it does* ***not*** *mean that, if the review is successful, the person would be appointed to a ‘permanent’ Lectureship. What it would mean is that if the person is at some future date appointed to what is intended to be a ‘permanent’ Lectureship at this, or any other UK University, it would not then be necessary for him or her to serve a formal ‘probationary’ period.*

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| Please indicate if this proposal is for early confirmation of the Probationary Lecturer’s appointment  Please note that only exceptional cases will be approved early and only on the basis of a closely argued and well-evidenced case |  |

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| HEAD OF SCHOOL Sign or print name |

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|  | | |
|  | **Date** |  |

*Now* ***email*** *this form to your Dean so they can continue to complete this form electronically.*

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### Section 3: to be filled out by the Dean

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| Please provide any additional comments. |  |

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| DEAN Sign or print name |

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|  | | |
|  | **Date** |  |

*Now* ***email*** *this form to Nicola Johnson, Human Resources in* ***Word*** *format.*

(Email: [n.j.johnson@reading.ac.uk](mailto:n.j.johnson@reading.ac.uk) )