General Principles

1. Authority and responsibility for the probation procedure will rest with the Appointments Committee.

2. Probationary staff will be assigned a mentor by the Head of Department and Faculty Board Chairman in consultation.

3. The list of mentors will be reviewed at the time of each new appointment and adjusted in the light of circumstances (leave, retirement etc.), and all mentors made aware of procedures and assessment criteria.

4. The constituency of potential mentors will be University Lecturers with tenure, University Senior Lecturers, Readers and Professors, but should exclude the Heads of Department.

5. The Head of Department will normally be the member of senior staff who oversees the progress of probationary staff.

6. Performance will be assessed against the criteria, compatible with strategic priorities, appropriate for the office or post held.

7. The responsibility for making the final overall assessment of the performance of the individual probationer and the recommendation to the Appointments Committee rests with the Head of Department.

Probation Procedure

1. Probationary staff will be notified of criteria of assessment and duties of their post as part of their induction.

2. Each term the member of Probationary staff should send a summary report of his/her academic activities relating to the relevant post’s duties to the Head of Department. The Head of Department will meet with the Probationer following receipt of the report.

3. Each progress review is documented (Form PR/PROB/R1) with copies signed by the Head of Department and signed and retained by an individual member of staff with a copy held in the individual’s personnel file in the Faculty office. These will be made available to the Appointments Committee at the appropriate point.

4. The Appointments Committee (without the Chairman) will meet annually in Easter Term to review probation reports and provide feedback to Probationers.

5. In the course of the third year of probation, there should be a formal assessment.
For the formal assessment there needs to be a minimum of 3 referees, one of which must be external. The probationer will be asked to nominate 2 referees, one of which may be external. The Head of Department will select further referees to be contacted and include an external referee if the probationer has not done so. If the probationer has chosen an external referee the Head of Department may also contact other external referees. The names of the referees chosen by the Head of Department are not disclosable to the probationer.

The Head of Department may decide at this stage, on the basis of the referees' reports and the record of probation, to recommend to the Appointments Committee that the appointment be confirmed.

6. The final assessment may take place in the course of the third, fourth, or fifth year depending on the probationer's progress.

7. Where performance during probation has been satisfactory, the Head of Department will make a positive recommendation for the confirmation of appointment to the Appointments Committee. Performance records and references should be made available to the Appointments Committee along with an up-to-date cv.

May 2014