**Faculty of Biology, Medicine and Health**

**Academic Probation Procedure**

This document sets out the academic probation procedure for the Faculty of Biology, Medicine and Health. The procedure has been devised to ensure the consistent implementation of the University’s Probationary arrangements for newly appointed academic staff, as approved by the Board of Governors.

The University’s Probationary arrangements for newly appointed academic staff apply to all new academic staff (including teaching-focused staff) at grades 6, 7 and 8.

This procedure sets out required actions and responsibilities at the following stages of the probationary period:-

* Arrangements on appointment
* Progress subsequent to appointment
* Confirmation in post
* Appeals

**1. Arrangements on appointment**

1.1 Within 3 months from the start date of appointment the Head of School, or appointed deputy, should document the overall objectives in terms of research, teaching, academic enterprise and service that are required for satisfactory completion of probation. These should be discussed and agreed with the probationer. Objectives may be amended, if necessary, from time to time subject to agreement between both parties. The attached Objectives form can be used to record the objectives. (Schools may, if they choose, adapt this form as long as they ensure that the objectives are documented in writing with written confirmation of progress against objectives). A copy of the objectives should be provided to the probationer and the probation supervisor. The Head of School should also retain a copy.

1.2 The Head of School, or appointed deputy, should assign a probation supervisor for each probationer. The probation supervisor will be a more senior member of academic staff and will act as a supervisor throughout the probationary period. The role of the probation supervisor is described in more detail in paragraph 5 of the University’s Probationary arrangements for newly appointed academic staff.

1.3 In addition each probationer should be assigned a mentor by the Head of School. The mentor will be an experienced member of academic staff and different from the supervisor. The role of the mentor and the responsibilities of the probationer are outlined in the University’s Mentoring Guidelines which can be found at Appendix B of the University’s Probationary arrangements for newly appointed academic staff.

1.4 Arrangements should be made for the probationer to attend the New Academics Programme, normally in year 1. Satisfactory completion of this programme is required as part of the probationary process and should be included in the written objectives.

1.5 It is recommended that for each probationer a standard folder is created and maintained throughout the probationary period by the Head of School. A sample contents page for such a folder is attached as Appendix A.

**2. Progress subsequent to appointment**

2.1 In the first and subsequent years of the probationary period progress should be kept under regular review through regular, documented meetings with the probation supervisor.

2.2 On an annual basis the following should take place:-

2.2.1..A formal P&DR (previously referred to in FMHS as PES). The P&DR should provide an agreed written record of progress against objectives, assessment of the likelihood of satisfactory completion of probation, actions for the coming year. The P&DR should be conducted by the probation supervisor. The mentor should not take part in the P&DR.

2.2.2 The Head of School, or appointed deputy, should agree an appropriate allocation of time and duties between research, teaching, academic enterprise and service. This should link into the P&DR process.

2.2.3 A brief written summary of progress against objectives for each probationer (usually no more than one side of A4) should be produced by the probation supervisor and provided to the School Promotions Committee during the academic promotions round (i.e. summaries to be produced and submitted to SPC around beginning of January each year).

2.2.4 The SPC, having considered each submission, should provide advice and guidance in writing to each probationer (through the probation supervisor) as to whether their progress is satisfactory, giving particular consideration to the stage of the probationary period that has been reached and therefore the amount of time left.

2.2.5 in cases where the SPC believe that an individual’s progress is behind schedule the issue should be referred to the appropriate HR Partner as soon as practicable so that a discussion and subsequent action plan can be drawn up between the probation supervisor and the probationer. During this discussion the probationer should be advised that if progress is not satisfactory ultimately this could mean that they will not be confirmed in post at the end of the probationary period.

2.2.6 The SPC should provide a brief summary of its’ deliberations, by individual, to the Faculty Promotions Committee at the same time as the submission of academic promotions cases so that the Faculty can satisfy itself that the procedure is being applied consistently. The probation summary form should be used for this purpose.

**3. Confirmation in post**

3.1 The question of confirmation in post will normally be considered in the **third** year of the probation period. In such cases the following documentation should be submitted to the SPC (at the same time as the summaries of progress for other probationers):-

* The original objectives set by the Head of School
* Past P&DR reports and SPC reports
* The current P&DR report
* Evidence of satisfactory completion of the New Academics Programme
* A clear recommendation from the Head of School
* Curriculum Vitae (guidance on writing CV’s is available in the Faculty CV Guidelines)

3.2 The SPC will decide whether to:-

3.2.1 Confirm in post from the first day of August following SPC;

3.2.2 Decline confirmation in post, with reconsideration of the case after 12 months, with a recommended set of actions for that period (i.e. an extension of the probationary period)

3.2.3 Decline confirmation in post. This recommendation would normally only be made following the above recommendation when, after the 12 months, the probationer is deemed not to have satisfactorily completed the actions specified.

3.3 When confirmation in post is declined in line with 3.2.2 above the SPC must inform the probationer in writing of this decision, the reasons for it, any steps to be taken in the next 12 months and the right of appeal against the decision.

3.4 When confirmation in post is declined in line with 3.2.3 the SPC must inform the probationer in writing of this decision and of the right of appeal against the decision.

3.5 In the case of a decision in line with 3.2.3 this will mean that the appointment will normally terminate on the last day of July following the SPC meeting.

**4. Appeals**

4.1 The probationer has a right of appeal (either on substantive or procedural grounds) against the decision of the SPC where this is in line with 3.2.2 or 3.2.3. The right of appeal may be exercised by writing to the Registrar and Secretary within 10 days of receipt of the SPC’s decision. The appeal will be heard by the Faculty Promotions Committee (or a smaller group made up from the FPC). If the appeal involves the submission of evidence that was not available to the SPC the FPC may refer that evidence to the SPC and ask if that would have changed the decision. There will be no further right of appeal in the University.

**Appendix A**

**Sample contents page for probation folder**

Name of probationer:

Name of Probation Supervisor:

Name of mentor:

Sections

1. Copy of agreed objectives/annual summary of progress
2. P&DR documentation
3. Notes of other review meetings
4. New Academics Programme
5. Details of allocation of duties
6. Annual summary of progress