**Faculty of Biology, Medicine and Health**

**Probation objectives form**

|  |  |
| --- | --- |
| School: | Probation supervisor: |
| Probationer: | Job title: |
| Probation start date: | Latest probation end date: 31st July (year) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year 1- Research |  |  |  |  |  |
| Objective | Key performance indicators | Timescale | Achievement date/sign off | Probationer comments | Probation supervisor comments |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Year 1 - Teaching |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Academic Enterprise |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Other |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |

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| Year 2 - Research |  |  |  |  |  |
| Objective | Key performance indicators | Timescale | Achievement date/sign off | Probationer comments | Probation supervisor comments |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Year 1 - Teaching |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Academic Enterprise |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Other |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Year 3 - Research |  |  |  |  |  |
| Objective | Key performance indicators | Timescale | Achievement date/sign off | Probationer comments | Probation supervisor comments |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Year 1 - Teaching |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Academic Enterprise |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Other |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Year 4- Research |  |  |  |  |  |
| Objective | Key performance indicators | Timescale | Achievement date/sign off | Probationer comments | Probation supervisor comments |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Year 1 - Teaching |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Academic Enterprise |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| Other |  |  |  |  |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |

***\*Please note numbering of objectives above is indicative and should be amended as appropriate***

**Key points**

* The purpose of probation is to provide a newly appointed member of staff with effective familiarisation, training and support in the role to which they have been appointed so that they may understand and contribute fully to the mission and objectives of the University.
* Probationary objectives provide a clear statement of standards that probationers are required to meet, and a framework for assessment of satisfactory progress in the role.
* This document must be completed by the Head of School (or his/her nominee), agreed with the probationer and issued to the probationer within three months from the date of appointment.
* The Probation Supervisor will monitor progress against the plan and sign off objectives that have been completed successfully.
* Progress against objectives will be monitored on an annual basis and more frequently if required.
* Consideration of confirmation in post will normally occur in the 3rd year of probation, although earlier confirmation is possible subject to satisfactory completion of objectives (including completion of the New Academics Programme), and it is also possible for probation to be extended into a 4th year where required.