

## **APPENDIX A**

### **Faculty of Science & Engineering**

#### **Academic Probation: New Starter Checklist**

Name:

School:

Post Title:

Date of Appointment:

Probation End Date: 31 July 20.....

#### **Head of School (or nominee) Responsibilities**

1. Oversee induction and integration into School (as per School arrangements)
2. Assign Probation Supervisor
3. Assign Mentor
4. Agree and issue probationary objectives
5. Annually – agree appropriate allocation of time and duties in conjunction with Probationary Supervisor and in accordance with School Workload Management Procedure

#### **Probation Supervisor Responsibilities**

1. Arrange with Senior Mentor for registration on NAP
2. Provide School norms/standards for research/teaching activity and output
3. Conduct annual PDR
4. Instigate regular probation meetings (at least bi-annually and in addition to the PDR)
5. Deliver probationary objectives feedback and complete documentation in a timely manner
6. Prepare documentation for annual SPC review
7. Facilitate feedback from annual SPC review