

APPENDIX B

Faculty of Science and Engineering

Academic Probation Objectives/Progress:

| | | | |
|-------------------|--|--|------------------------|
| Name | | Date of Appointment | |
| School | | Probation end date: | 31 July 20..... |
| Post Title | | Line manager/Probation supervisor | |

Notes:

1. The purpose of probation is to provide a newly appointed member of staff with effective familiarisation, training and support in the role they have been appointed to undertake, so that they may understand and contribute fully to the mission and objectives of the University.
2. Probationary objectives are intended to provide a clear statement of standards that probationers are required to meet, and a framework for assessment of satisfactory progress in the role.
3. 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.
4. The Line Manager/Probation Supervisor will monitor progress against plan and sign off objectives that have been completed successfully.
5. Progress against agreed objectives will be monitored by the School on an annual basis.
6. Consideration of confirmation of appointment will normally occur in year 4, although early confirmation is possible subject to satisfactory completion of objectives.

| | Objective | Output Measure | Timescale | Achievement Date/Sign Off (PS) |
|--------------------|---|----------------|-----------|--------------------------------|
| <u>1</u> | <u>RESEARCH</u> | | | |
| a) | | | | |
| b) | | | | |
| | | | | |
| Review Date | Line manager/Probation supervisor comments | | | Date |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| | | | | |
| | | | | |
| <u>2</u> | <u>TEACHING</u> | | | |
| a) | | | | |
| b) | | | | |
| | | | | |

| | Objective | Output Measure | Timescale | Achievement Date/Sign Off (PS) |
|-------------|--|----------------|-----------|--------------------------------|
| Review Date | Line Manager/Probation supervisor comments | | | Date |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| | | | | |
| 3 | <u>ACADEMIC ENTERPRISE</u> | | | |
| a) | | | | |
| b) | | | | |
| | | | | |
| Review Date | Line manager/Probation supervisor comments | | | Date |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| | | | | |
| | | | | |

| | Objective | Output Measure | Timescale | Achievement Date/Sign Off (PS) |
|--------------------|--|----------------|-----------|--------------------------------|
| 4 | <u>SERVICE</u> | | | |
| a) | | | | |
| b) | | | | |
| | | | | |
| Review Date | Line Manager/Probation supervisor comments | | | Date |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| | | | | |
| 5 | <u>DEVELOPMENT & MISCELLENEOUS OTHER</u> | | | |
| a) | To attend the Faculty New Academics Programme | | | |
| b) | | | | |
| | | | | |
| Review Date | Line Manager/Probation supervisor comments | | | Date |
| Year 1 | | | | |

| | Objective | Output Measure | Timescale | Achievement Date/Sign Off (PS) |
|--------|-----------|----------------|-----------|--------------------------------|
| Year 2 | | | | |
| Year 3 | | | | |

| | | | | | |
|---------------------------------------|--|------------|--|------|--|
| Signed by Head of School (or nominee) | | Print name | | Date | |
|---------------------------------------|--|------------|--|------|--|