

**UAF Probationary Report Pro Forma (Year 3)**

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| **Name:** |  |
| **Faculty/School:** |  |
| **Date of Appointment:** |  |
| **Position:** |  |
| **Name of Probation Adviser:** |  |

**Introduction**

This report will provide a commentary on how you are progressing in relation to the Year 3 probationary expectations, to be submitted to your probation adviser. Guidance on how to complete this document can be found below.

You will also be asked to provide an up to date CV which can list conferences, publications, grant income etc. There is a template Academic CV available [here](http://hr.leeds.ac.uk/info/8/promotions/299/promotions_process/2) but you are not required to use this if you already have one.

**Guidance**

* This report should state the specific objectives agreed by you and your manager, quoting the relevant probation/promotion criteria number from the UAF Expectations of Achievement form for the purposes of cross referencing. You may feel that you can evidence some Year 5 objectives and you may wish to present this evidence in your report so that the objective can be ‘signed off’.
* Written submissions should be concise – the narrative in the probation submission should **not exceed** 6 sides of A4.
* You do not need to provide evidence such as email correspondence of invitations to speak at conferences, editorial board membership. However, a short statement indicating the context, scale and impact of activities is helpful e.g. size of the conference, national or international etc.
* You can cross reference to the CV that you supply in order to keep this document succinct. However, as above, where it would be helpful to elaborate on the significance or scale of a particular achievement cited in your CV, please do so.
* Your report should be selective - the probationary reviewers do not need to know about everything you have done over the past 3 years and the inclusion of relatively low level activity may dilute the impact of your submission.
* Where a piece of work has been particularly challenging, complex or high impact, it can be cited as evidence for more than one of the criteria e.g. leadership and research outputs. It is important to articulate the way in which the project/activity meets the specific criteria.
* When considering evidence to include in relation to student education, it is worth looking at the UKPSF (UK Professional Skills Framework) requirements for HEA Fellowship. If you are starting to compile evidence for that, it may well be relevant to include in the probationary submission too.
* You may also find the guidance provided on the HR pages regarding some of the types of evidence that can be used to support applications for academic promotions helpful in thinking about examples that you can include in your probationary review: http://hr.leeds.ac.uk/info/8/promotions/299/promotions\_process
* Instead of providing lots of individual pieces of information, consider ways of presenting outcomes in summary e.g. graphs, tables, quotes from feedback etc.
* Where you feel there are gaps in the evidence you can supply in relation to probationary criteria e.g. PGR progression, income generation, ensure that you provide any relevant narrative in terms of the context for this and indicate, where possible, what steps you have in place to remedy the issue.
* Talk through your written submission with your mentor and/or a colleague to identify any points that need clarifying, strengthening etc.
* The probationary submission will be explored further at the probation meeting so there will be an opportunity to expand on/discuss the work that you have been doing. The probationary reviewers will be looking for as much evidence as they can to strengthen your case and give you useful feedback. The process is designed to be developmental and give you a ‘sense check’ of where you are, not to catch you out!

**Report**

**Completed on:** [Date]

[To be completed by the UAF – Do not exceed 6 sides of A4]

**Completed on:** [Date]

**Head of School Comments**

[To be completed by the Head of School]

**Dean of Faculty Comments**

[To be completed by the Dean of Faculty]

**Sign off**

UAF: Date:

Head of School: Date:

Dean of Faculty: Date: