**Summary of UAF Year 5 Probation Review Process**

**Final stage probation review:**

* No later than 3 months before the probation end date, each UAF will be asked to produce a short report (no more than 6 sides of A4) using a template proforma and attaching their CV, to show how they have met their objectives for years 4 and 5.
* The report will set out the specific objectives agreed, quoting the relevant probation/promotion criteria number from the original probation plan template for the purposes of cross-referencing.
* UAFs will be encouraged to seek advice from relevant parties, such as their mentor when preparing their report.
* Two weeks before the scheduled probation meeting, the UAF will send their report and CV to the Head of School who can discuss this with other relevant people, such as the Directors of R&I/SE.

**Probation Meeting:**

* The Head of School and one Pro Dean will arrange to meet with the UAF to discuss the report.
* Ideally, the Pro Dean will be from a different School to the UAF in order to bring a cross faculty perspective to the discussion.
* The purpose of the meeting is to explore in more detail the information provided in the report and CV.
* The discussion should focus on the full range of activities required i.e. research, student education and leadership.
* The Head of School will normally be the probation adviser. Where this is not the case, the probation adviser will also be included in this meeting.
* If there are concerns that objectives have not been met these will be discussed (but this should not be the first time these concerns have been expressed to the individual).
* After the meeting, the Head of School and Pro Dean will write a recommendation to the Dean indicating whether the UAF has met their probation objectives, or whether there are some objectives that have not been met and the case requires further discussion.
* ***At this stage neither the Head of School nor the Pro Dean should discuss the recommendation they are making with the UAF.***

**Decision Making:**

* The Dean will review the probation report and recommendation.
* If the Dean disagrees with the recommendation, they should meet with the Head of School and Pro Dean to discuss the case.
* Where it is agreed that the UAF has met their objectives the paperwork should be signed by the Dean and forwarded to Mike Cooper, HR Officer in the Specialist Support team ([m.w.cooper@leeds.ac.uk](mailto:m.w.cooper@leeds.ac.uk)).
* On completion of probation the UAF will transfer to the role of Associate Professor with effect from the 1st of the month following sign off by the Dean. This will be confirmed in writing by the HR Specialist Support team.
* In the event that the UAF has not met all the objectives, the Dean or the Head of School will discuss this with the Faculty HR Manager to agree the way forward.
* Each case will be determined on its merits and outcomes can include, but are not limited to, an extension of probation or a transfer to another role if this is in the best interests of the School and the UAF.
* In these instances, a further meeting will be held with the Head of School and the UAF to discuss the way forward.

**Note: Fellowship of the HEA:**

The requirement to achieve Fellowship of the HEA is one of the probationary objectives. Queries in respect of this objective have been raised and the position has been discussed with the DVCs for Student Education and for Research & Innovation. It has been confirmed that where any proportion of the UAF’s time is spent on teaching activity, HEA fellowship must be obtained during the probationary process.

OD&PL have invited UAFs to attend a workshop to provide guidance and support with developing an application for Fellowship.