

Summary of UAF Year 3 Probation Review Process

Mid-point review

Towards the end of their 3rd year, each UAF will be asked to produce a short report, attaching their CV, to demonstrate that they have met their agreed mid-point objectives. The UAF can seek advice from relevant parties, such as their mentor.

They will send this to their Head of School who can, where appropriate, discuss this with other relevant people, such as the Directors of R&I/SE.

The Head of School and one Pro Dean (external to the school) will arrange to meet with the UAF to discuss the report. This discussion should focus on the full range of activities required spanning research, student education and leadership. Please note, 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

Where there are concerns that targets have not been met these will be discussed (but this should not be the first time such concerns have been expressed to the individual).

The Head of School and Pro Dean will make a recommendation to the Dean as to whether the UAF should progress to stage 2 of their probation. Where the recommendation is that the UAF has met the objectives this should be endorsed by the Dean and sent to the Director of HR.

Where a decision is made that a UAF has not met the objectives for stage 1 the Head of School will consult with HR and a further meeting will be held with the UAF to discuss the way forward which will include a structured action plan and a programme of review/support.

Agreement of stage 2 objectives

Once a recommendation has been made that the UAF has met their first stage probation objectives, a meeting will be needed to discuss the standard objectives for stage 2 and agree how these relate specifically to the UAF.

Completion of probation

Towards the end of their 5th year the process above will be undertaken, focusing on the achievement of objectives for years 4 and 5.

The recommendation and the UAFs report and CV will be sent to a panel convened in line with our promotions process.

On completion the UAF will be transferred to the role of Associate Professor with immediate effect.

Early completion of probation

Progression to Grade 9 could take place more quickly where it is deemed that a UAF has fulfilled the probationary criteria before the end of the formal five year probationary period. Any such recommendations for accelerated progression should outline how the objectives have been met and be submitted to a panel convened in line with our promotions process. If successful, the UAF will be transferred over to the role of Associate Professor with immediate effect with no further probationary requirement. These outcomes should be notified to the Director of HR in order for the Steering Group to track and report on UAF progression to UEG.