

**UAF Probation Report Form (Year 5)**

**Your Details**

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| --- | --- |
| **Name:** |  |
| **Faculty/School:** |  |
| **Name of Probation Adviser:** |  |

**Introduction**

Please describe in this report how you have met your year 4 and 5 probationary expectations. This will be used to determine whether you have met the necessary criteria for promotion to Associate Professor. Guidance on how to complete this document can be found below.

Once completed, and at least two weeks before your probation meeting, please send this to your Head of School with an up to date CV in which you should 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 set out the specific **year 4 and 5** **objectives** agreed by you and your probation adviser, quoting the relevant criteria number from the [UAF Cohort 1 Expectations document](http://hr.leeds.ac.uk/info/6/support_for_staff/330/uaf_support) for the purposes of cross referencing.
* Your submission should be concise – the narrative in your 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 sections of your CV in order to keep this document succinct. However, 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 5 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. However, it is important to articulate the way in which the project/activity meets the specific criteria.
* Instead of providing many 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 or 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 report will be explored further at a probation meeting with the Head of School and a Faculty Pro Dean so you will have an opportunity to expand on/discuss the work that you have been doing. You will not receive feedback immediately after the meeting because the probation reviewers will then meet separately to prepare a recommendation for consideration by the Faculty Dean. Once the Dean has reviewed this recommendation, you will receive feedback from the Head of School.

**Your Report**

[Please do not exceed 6 sides of A4]

**Completed on:** [Date]

**Head of School Comments**

**Completed on:** [Date]

[To be completed by the Head of School after the probation meeting]

**Faculty Executive Dean Comments.**

**Completed on:** [Date]

**Sign off**

[To be completed by the Faculty Executive Dean]

UAF: Date:

Head of School: Date:

Dean of Faculty: Date: