

## **FAQs - Academic Career Development Framework**

**Q1 What is the purpose of the new Academic Career Development Framework?**

The framework focuses on longer term career development and support. New academics will be supported to identify a career development plan and will receive appropriate mentoring from experienced academic colleagues.

**Q2 My original contract of employment stated that my probation period was for a period of 3 years. Is this now 12 months?**

The contractual probation period has been reduced from 3 years to 12 months in line with the [Probationary Period Guidelines for All Staff](#). If you have already completed 12 months of service, you will have been deemed to have passed the probation period. If you have less than 12 months' service, you will be assessed against the [Probationary Period Guidelines for All Staff](#). Once your probation period is confirmed by your Head of Department, HR will confirm this in writing.

**Q3 Where can I find the paperwork relating to probation review meetings?**

Please see the [Probationary Period Guidelines for All Staff](#), and the [Probation Review Form](#).

**Q4 Where can I find information relating to the Academic Career Development Framework, including the guidelines and forms for completion?**

All information can be found at:

<https://www.strath.ac.uk/hr/policiesandprocedures/academiccareerdevelopmentframeworkandchancellorsfellowreview/#d.en.359320>

**Q5 I have already completed part of my 3 year probation period and I have now been notified that I am to be enrolled in the new 3 year Academic Career Development Framework. Do I need to start from the beginning?**

Your outcome letter from the last Faculty Review Panel will explain how this affects you personally. Essentially, if you are part-way through your probation period you will transition onto the next equivalent year on the new Framework i.e. academics who have just completed year 1 of their probation period, will transition onto year 2 of the Academic Career Development Framework.

**Q6 I note that the Academic Career Development Framework is anticipated to be of 3 years duration, but may extend to a 4<sup>th</sup> year. In what circumstances would it be extended to a 4<sup>th</sup> year?**

Only in exceptional circumstances, a further year of support may be available. Full details of all exceptional circumstances that may apply are listed within the [Academic Career Development Framework Guidelines](#).

**Q7 Are there any recommendations under the new procedure, relating to reductions in teaching loads over these 3 years?**

There are no prescribed reductions. The Head of Department/School will make a judgement based on the experience, profile and development needs of the individual and the operational needs of the Department/School. The key consideration is that the staff member must be given sufficient scope to meet the description of an independent academic as set out in the Academic Career Development Framework by the end of the Framework period.

**Q8 Do probation targets/guidelines apply and will they be used to assess my performance?**

Progress within the Academic Career Development Framework will be reviewed on an annual basis by your Faculty Review Panel. This review is carried out in conjunction with the ADR process. For full details, please see the [Academic Career Development Framework Guidelines](#).

In the third and normally concluding year of the Academic Career Development Framework, the Faculty Review Panel will determine if the early career academic has successfully completed the development framework, evidenced by their ability to operate as an independent academic, in line with the criteria set out in the Academic Career Development Framework. See section 3.1 and Appendix A for more details.

For Chancellor's Fellows, a standard 5-year Fellowship incorporates the Academic Career Development Framework period, and additional paperwork would need to be submitted. Further detail is provided in the [Academic Career Development Plan and Chancellor's Fellows Review Arrangements webpages](#).

**Q8 When does the Faculty Review Panel meet to assess my progress?**

The panels meet in Autumn each year, normally at the end of September.

**Q8 What will be the deadline for the submission of my Career Development Plan and associated paperwork?**

You will be informed of the deadline date by email each year. This email is normally sent in June, with the deadline date normally in the first week of August.

**Q9 I don't know who my Mentor/Adviser is, how do I find out?**

Speak to your Head of Department/School who will confirm this.

**Q10** Once the Faculty Review Panel meets to review my case, when can I expect to hear the outcome?

Outcome letters will be issued as soon as possible after the meeting. Due to the large volume of cases considered by each panel, and as we ensure individual feedback is given to each academic, letters are normally issued in October/November each year.

**Q11** I commenced employment between 1 August 2017 and 31 December 2017 and I've transitioned to the new Academic Career Development Framework; when will I first be assessed by the Faculty Review Panel?

Your first year on the new Academic Career Development Framework will be assessed by the Faculty Review Panel in Autumn 2018.

**Q12** I commenced employment between 1 January 2018 and 30 April 2018, will I be assessed by the Faculty Review Panel in Autumn 2018?

You will be considered as 'year zero'. Your first year on the Academic Career Development Framework will not be assessed fully until Autumn 2019. However, the Faculty Review Panel will review your individual Career Development Plan (CDP) which should be developed within the first 3 months of your employment. Please see section 2.1 of the [Academic Career Development Framework Guidelines](#).

**Q13** I commenced employment after 1 May 2018, will I be assessed by the Faculty Review Panel in Autumn 2018?

You will be considered as 'year zero'. Your first year on the Academic Career Development Framework will not be assessed fully until Autumn 2019. No action is required. However, if you have finalised your individual Career Development Plan (CDP) prior to the Faculty Review Panel submission deadline (expected to be early August 2018) you may submit this for the panel to review. Please see section 2.1 of the [Academic Career Development Framework Guidelines](#).