Academic Probationary Period Guidelines

Contents

1 General Principles 2
1.1 Introduction 2
1.2 Fixed Term Appointments 2
1.3 Duration of the 'Probationary Period' 2
1.4 Roles and Responsibilities 3
1.5 Work Outputs 3
1.6 Equality 3

2 Guidelines 4
2.1 Dean of the Faculty 4
2.2 Head of Department/School 4
2.3 Probationary Adviser 5
2.4 Probationer 5

3 Review Procedure & Outcomes of Review Process 6
3.1 Review Procedure 6
3.2 Faculty Review Panel (Early Career Academic Staff)7
3.3 Outcomes of Faculty Review Panel 8

Appendix A: Suggested Probationer Outputs/Activities
Appendix B: Maternity Leave Guidelines
Academic Probationary Period

Guidelines

1 General Principles

1.1 Introduction
These guidelines for the Academic Probationary Period (APP) should be used as a supplement to the existing National Probationary Agreement.

As a leading international technological university it is essential that all Strathclyde staff are encouraged to attain their personal and professional potential and, thereby, to achieve the highest possible levels of performance. In this context the University places great importance on the Academic Probationary Period and successful completion of this is accordingly a condition of employment for academic staff on probation.

The primary consideration for the University in academic probation is to determine whether the individual can sustain a long-term academic career within the framework of departmental and institutional plans. The APP provides an opportunity for probationers to demonstrate that they are able to fulfil the role and the responsibilities of an academic member of staff. It is also recognised that the University has a responsibility to assist members of staff in achieving the required standards and in developing their own careers and therefore, during the probationary period the University will assist and support new lecturers to:

• become fully effective in their post as soon as possible
• identify and meet training and development needs
• achieve the requirements of the post
• be clear about their objectives and obtain regular feedback on performance.

1.2 Fixed Term Appointments
Probationary lecturers holding fixed-term appointments covering a minimum of one full academic year will be subject to the same probationary process and requirements as those holding open-ended contracts. If a lecturer appointed for a fixed-term period successfully completes either a year or all of their APP during their appointment, the University will be able to provide the individual with a written statement confirming this achievement which they may provide to a future employer, if required. If the lecturer is subsequently appointed to an open-ended post at Strathclyde the period of probation already completed will be taken into account.

1.3 Duration of the Probationary Period
A probationary period is applied to new academic staff appointments where it is the appointee’s first academic post or where the individual’s prior experience in an academic role is limited. If an academic probationary period has been undertaken at another institution (either in full or in part) then evidence of this must be provided and will be taken into account when determining the terms of appointment.

As per the National Agreement for new lecturers taking up appointment, the probationary period is normally for three years, with a possible extension to a fourth year in exceptional circumstances.

Academic Probation will normally be for three years ending in the September following the final review (the expected end date of probation will be stated in a probationer’s letter of appointment). Accordingly, the employment period may vary from the period of probation, depending when the employment commences and in these circumstances the probationary period will normally still be viewed as three years.
1.4 Roles and Responsibilities
During the Academic Probationary Period, the probationer will receive support from their Head of Department/School (HoD/HoS) and a Probationary Adviser, and, when/if required, by the Dean of their Faculty. Guidance on the roles and responsibilities of each party are outlined in this paper.

During the APP it is recommended that discussion takes place with the probationer as follows: two meetings per academic year with their Probationary Adviser; one joint meeting with their HoD/HoS and Probationary Adviser. Additional meetings may be required. A file note should be made of these meetings and shared with all those attending.

Human Resources can provide guidance and direction at all stages of the process but it is the role of the probationer, the HoD/HoS and the Probability Adviser to ensure that they are familiar with the academic probation procedures and that they comply with the requirements of the probationary scheme.

A copy of the National Probationary Agreement and these Guidelines will be given to academic probationers by Human Resources at the commencement of their period of probation. This documentation is also published at:

http://www.strath.ac.uk/hr/policiesandprocedures/academicprobationaryperiodinformation/

1.5 Work Outputs
The full range of activities of the probationer must be carefully considered at all times to ensure that a balanced portfolio of research, teaching, knowledge exchange and administration is developed by the end of the probationary period.

It is important that a probationer should be allocated an appropriate workload level during the probationary period. Research activity requirements and measurements would include being returnable in the Research Excellence Framework (REF)/equivalent. Teaching experience should include independent delivery of established modules and assessment activities and also contributing to the review/design/innovation of teaching activities. In addition, probationers are expected to undertake administrative and citizenship duties such as acting as a module coordinator, participating in departmental committees and undertaking outreach work.

A range of suggested activities for each year of the probationary period are detailed in Appendix A.

1.6 Equality
It is recognised that there will be those whose performance may have been limited during the probationary assessment period by circumstances related to equal opportunities. These could include:

1. absence due to maternity/parental/adoption leave (see Appendix B for further guidance)
2. parents returning to part-time work after maternity/parental/adoption leave during the assessment period;
3. absence due to other forms of carer leave;
4. disability, including temporary incapacity that lasts for at least 12 months;
5. absence for more than six months consecutively during the assessment period due to secondment, a career break, ill-health or injury;
6. other exceptional and relevant reasons;

Probationary staff will have the opportunity to submit a case for consideration based on mitigating circumstances as listed above to the Faculty Review Panel, and in some circumstances it may be appropriate to consider requesting a period of suspension of probation. However, only circumstances related to volume will be considered; issues of academic quality and breadth of profile will not be.
1.6.1 **Part Time Working**  
Where a probationer is contracted to work part time, this should be reflected in the expected outputs set, rather than the APP being extended.

2 **Guidelines**

2.1 **Dean of the Faculty**  
The Dean of the Faculty is responsible for:

1. Approving probationary appointments that support the strategic vision of the Faculty.
2. Ensuring Heads of Department/School (HoD/HoS) have put in place appropriate induction arrangements for probationers, including welcoming them into the Department/School and Faculty, assigning a Probationary Adviser and ensuring that clear objectives are set for the probationer (in line with Appendix A) that support Departmental, Faculty and University Plans.
3. Leading the probationer review process, conducted alongside the Accountability and Development Review process, to ensure all probationers are reviewed in line with the National Probationary Agreement and the University’s local arrangements and that decisions made in the Faculty are fair and consistent.
4. Where required, commenting on the progress of probationers in other Faculties, so contributing to University-wide consistency.
5. Meeting with the probationer and their HoD/HoS during their probation period where matters arising from the Faculty Review Panel require this, in order to provide feedback to the probationer on their progress against their objectives and to help them understand the Faculty’s expectations in regards to their post.
6. Facilitating opportunities for probationers within the Faculty to meet and share experiences with a view to them developing both their own support networks and gaining a wider understanding of work being undertaken within the Faculty.
7. Being available to review and discuss any matters arising that cannot be resolved between the probationer and their HoD/HoS.

2.2 **Head of Department/School**  
The Head of Department/School (HoD/HoS) is responsible for:

1. Arranging for a proper induction to be provided for the probationer, commencing from the start date of their appointment.
2. Ensuring that the probationary member of staff fully understands their role; this responsibility may be delegated but the HoD/HoS is accountable for ensuring that this task is satisfactorily carried out.
3. Assigning a Probationary Adviser to each probationer. In the event of the assigned Adviser leaving the University or being absent for 3 months or more, the HoD/HoS shall appoint a replacement or interim Adviser and shall notify the probationer of any change.
4. Meeting with the Probationary Adviser and the probationer within one month of the probationer’s start date. This meeting should review the University’s expectations regarding the quality and quantity of research, teaching, knowledge exchange and administration and the outcomes expected of the probationer throughout their period of probation, with particular focus on the first year.
5. Ensuring that a development plan outlining objectives for the probationary year (based on Appendix A) is developed. This plan should include identifying the appropriate modules from the Professional Development Framework which the probationer plans to undertake and also details of their personal research plan.
6. Allocating duties to the probationer to facilitate and support them in meeting the probation requirements, ensuring the level and balance are appropriately set. In conjunction/consultation with the Probationary Adviser, monitor and give feedback to the probationer on their progress against objectives on a regular basis ensuring that the probationer is given appropriate feedback on the quantity and quality of their activities.
7. Undertaking the review meeting with the probationer for their Faculty Review Panel submission.
8. Monitoring the performance of the probationer during the probationary period, ensuring that any concerns are raised with the individual at the earliest opportunity. If required, a personal action plan for improvement should be agreed, in consultation with the Dean, Human Resources, the probationer and their Adviser. All parties should be provided with a copy of the personal action plan and this should act as the basis for subsequent discussions.

2.3 Probationary Adviser
The Probationary Adviser is appointed by the HoD/HoS and will normally undertake the role for the full period of the new Lecturer’s APP. The Adviser will be an experienced member of the Faculty/Department/School and should normally be appropriate to the probationer’s subject area in order to help them make an effective contribution to their Department/School. In order to avoid a potential conflict of roles, the HoD/HoS should only act as a Probationary Adviser in exceptional circumstances. (It should be noted that this role supersedes that previously undertaken by 'Mentors').

A Probationary Adviser should be familiar with the National Probationary requirements and with these University Guidelines and should advise and guide probationers in fulfilling their responsibilities. They must also be committed to equality of opportunity and sensitive to diversity issues (advice on this can be sought from Human Resources, if required).

The Probationary Adviser is responsible for:

1. Guiding, supporting and encouraging the probationer throughout the period of their probation to plan, set and achieve their objectives and targets and to confirm that the probationer is completely familiar with the procedures governing the APP and understands the criteria for successful completion.
2. Being available to meet the probationer to discuss relevant issues. The Adviser is not expected to solve the probationer’s problems for them but should act as an adviser, mentor and advocate.
3. Focusing discussions with probationers to highlight those areas where the probationer is doing well and also, if necessary, identify areas for improvement. Should any problems arise, the Probationary Adviser should raise these, as appropriate, with the HoD/HoS who is responsible for addressing any such problems with the probationer, taking advice where necessary from HR.
4. Maintaining regular contact with the probationer’s HoD/HoS with the aim, in particular, of raising awareness of difficulties which may have arisen.

2.4 Probationer
The dual purpose of the APP is to (a) ensure that new lecturing staff are given developmental support to enable them to function at an appropriate level for a Lecturer by the end of the probationary period, this is to include functioning as independent academics, and (b) to ensure that the University has full opportunity to ensure that new lecturing staff are capable of undertaking the role and remit for which they were employed by assessing their contribution, potential and suitability for confirmation of employment as University academics. For new Lecturers, probation is therefore a period of both professional development and personal assessment.

The probationer is responsible for:

1. Taking responsibility for their own career development - all staff are expected to be self-motivated in this respect. They should therefore consider and identify their development needs within the context of their role, taking account of their career experience to date and their aspirations. To this end, probationers are expected to actively participate in discussions regarding their progress with their HoD/HoS, Probationary Adviser and Dean.
2. Ensuring, prior to the end of the probationary period, that they have successfully attained a minimum of 30 credits from the Professional Development Framework organised through the Organisational Staff Development Unit. The University offers a wide range of courses designed to develop skills in teaching, seminar and tutorial work, counselling, research planning, preparing publications, applying for research grants, managerial skills etc and probationers are required to source and utilise these, discussing with their Probation Adviser which of the courses are most relevant to their learning needs, both as part of the Professional Development Framework requirements and in addition to it.

3. Agreeing a structured plan with their HoD/HoS, in consultation with their Probationary Adviser, detailing specific and clear objectives for their probationary period, together with details of the training/development and guidance which will help them achieve these objectives. This plan will normally be agreed within two months of the probationer’s commencement date and will form the basis for probation review discussions.

4. Being receptive to and responding professionally to advice provided from the Dean, HoD/HoS, and the Probationary Adviser but also from other senior and more experienced colleagues within the Department/School and University.

5. Ensuring that where areas for improvement are identified, they work with the HoD/HoS and Probationary Adviser to agree what actions are required to facilitate the improvements suggested and the timescales for their achievement.

6. Raising any problems or concerns about probation as soon as possible with the Probationary Adviser and/or HoD/HoS. If such a discussion is felt to be inappropriate, the new Lecturer may raise matters with the Dean or with Human Resources.

7. Participating in the Accountability and Development Review (ADR) process and the probation review process which sits alongside ADR. Review Procedure & Outcomes of Review Process

3. Review Procedure & Outcomes of Review Process

3.1 Review Procedure

All academic probationary staff are subject to annual review throughout the APP and a report is produced annually to allow the Faculty Review Panel (Early Career Academic Staff) to be assured of progress in the preceding year. This review is carried out in conjunction with the Accountability and Development Review (ADR) process, which applies to all staff and involves an annual formal review discussion and the completion of associated documentation. An additional form (Report on Probationary Lecturer) is completed for probationary academic staff to report specifically on their progress as a probationer. The member of staff will be advised of the assessment being recorded and of any associated recommendation or report that is to be forwarded to the Faculty Review Panel.

In the third and normally final year of probation, a report is produced to enable the Faculty Review Panel to determine if appointment is to be confirmed. Generally requests for probation to be confirmed early will not be considered until at least the end of the second year of probation.

Where a member of staff is aware from the discussion with the Head of Department/School that the Head of Department/School is submitting an assessment, report or recommendation which is, or is considered by the member of staff to be, adverse, the member of staff shall have the right to make a further and independent personal submission to the Faculty Review Panel and to submit, if desired, the name of a colleague whom the Faculty Review Panel may consult as a referee. This right may be exercised whether or not the Head of Department/School assessment, report or recommendation may result in some action such as a probationary lectureship not being confirmed.

The Faculty Review Panel will assess each probationer’s overall performance, based on documentation supplied by the probationer, HoD/HoS and Probationary Adviser, against the following criteria:

1. Teaching
   For example: range and level, teaching development activity, course delivery and development/design, student assessment, quality indicators.
2. Research
   For example: publications output, grant income, research students supervised, citation indexes, personal research plans, consultancy activity.

3. Management and Administration
   For example: course organisation, citizenship, departmental roles.

Satisfactory performance (see example criteria in Appendix A) is required in all three areas. However, in some cases particular requirements may be specified in the contract of employment in order to avoid any ambiguity; this will be determined at appointment stage and may be specified in the probationer’s letter of appointment.

At the end of the third year, the period of probation may be extended in exceptional circumstances by one further year.

During the probationary period the University requires probationers to gain a minimum of 30 credits from the Professional Development Framework modules and the HoD/HoS and Probationary Adviser should discuss and consider with the Probationer which module(s) would be most appropriate. Information about the available modules can be found on the Organisational Staff Development Unit web page (http://www.strath.ac.uk/hr/learninganddevelopment) and academic probationary appointments will not be confirmed without evidence that the required credits have been attained.

There is also a requirement to complete the Teaching, Learning & Assessment in Higher Education (3-day course). Information about content and dates can be found at http://www.strath.ac.uk/hr/learninganddevelopment/

3.2 Faculty Review Panel (Early Career Academic Staff)
A Faculty Review Panel (Early Career Academic Staff) for each Faculty will meet annually to consider the progress of probationary academic staff and to consider cases for promotion from Lecturer A to Lecturer B. This Panel also considers the progress of lecturers with Chancellors’ Fellow status and any cases for transfer into Lecturer A or B from one of the University’s other staff categories (transfers into Senior Lecturer or above would be considered under the Promotion Procedure for Senior Academic Professional Staff).

The Faculty Review Panel has responsibility for reviewing the progress of an individual’s probation and, when satisfied or otherwise that the terms have been met, to determine an appropriate course of action. The Faculty Review Panels will take account of the nationally negotiated agreement on such appointments and to the guidelines recorded within this document. In addition, the panel will consider the progress of lecturers with Chancellors’ Fellow status towards meeting the expectation of achieving promotion within the 5 year fellowship period (please refer to the separate Chancellor’s Fellow Review Arrangements guidance note for more information). For each case the Faculty Review Panel shall receive:

- A completed Report on Probationary Lecturer Form (except for Chancellor’s Fellows who are not on probation)
- The most recent ADR Review Record Form
- An up-to-date CV

For Chancellor’s Fellows only: the Chancellor’s Fellow Review Form

In addition to reviewing the progress of probationary academic staff, the Faculty Review Panels shall be responsible for determining whether members of academic staff who have reached the top of the Lecturer A salary scale shall be promoted to the Lecturer B grade. The Head of Department/School shall submit a report on every member of staff who reaches the top of Lecturer A scale in the preceding twelve months or who has been held at the top of the Lecturer A scale. The report should include a recommendation as to whether or not the member of staff should progress to Lecturer B making reference to the relevant Job Level Descriptor. Staff Committee has agreed guidelines for progress from Lecturer A to Lecturer B which are published separately.
In the case of cases for transfer into Lecturer A or B from one of the University’s other staff categories the Faculty Review Panel will receive:

- Regrading Recommendation Form, outlining the main changes to duties and responsibilities
- Job Profile Form
- The most recent ADR Review Record Form
- An up-to-date CV

The Faculty Review Panels shall each have the following membership:

- The Dean of the Faculty, who shall be the Convener. Where the Dean is unable to attend a meeting of the Faculty Review Panel the Dean’s place shall be taken by a senior member of staff in the Faculty nominated by the Dean.
- A Senior Officer (normally the Convener of Staff Committee)
- A Vice-Dean of the Faculty, or nominee, who shall present relevant cases to the Panel.
- Three members nominated by the Faculty’s Board of Study, normally for a period of four years in each case.

The quorum for each Faculty Review Panel shall be four.

Members of a Faculty Review Panel shall withdraw from a meeting if their own case is under consideration and, at the discretion of the Convener, may be asked to withdraw when there may be a perceived conflict of interest.

The Vice-Dean of the Faculty responsible for presenting cases to the Panel should interview all candidates for confirmation of probation or where it is the last year of probation, at some point after receiving the paperwork for the case and prior to the meeting of the relevant Panel. Where there are a significant number of cases the Dean may delegate to the Board of Study representatives on the panel to assist with this role.

3.3 Outcomes of Faculty Review Panel

1. **Good progress**
   Regular meetings should be held with the probationer to ensure that good progress is maintained.

2. **Progress acceptable but guidance required**
   Following the Faculty Review Panel the Dean will meet with the probationer and HoD/HoS to provide feedback and guidance.

3. **Need to improve with specific targets**
   Following the Faculty Review Panel the Dean will meet with the probationer and HoD/HoS to discuss the areas for improvement and agree an action plan which will be monitored at the probationer’s regular meetings with their Adviser and HoD/HoS. This initial meeting should take place as soon as possible following the Faculty Review Panel meeting. Further follow up meetings will be scheduled to monitor progress.

4. **Probation confirmed**
   A letter will be sent to the probationer, HoD/HoS and Dean advising that probation is to be confirmed and any conditions that this is subject to. Probation is normally confirmed at the end of September of the relevant year.

5. **Probation not confirmed and is extended to a fourth year**
   In exceptional circumstances probation may be extended for a fourth and final year. A meeting will be held with the probationer, Dean and HoD/HoS as soon as possible following the Faculty Review Panel to discuss and agree an action plan, which will be reviewed at regular intervals. Progress will be reviewed by the Faculty Review Panel in the following year to ensure objectives set have been successfully achieved. Further follow-up meetings will be scheduled to monitor progress.
6. **Probation not confirmed**

If the probationer has completed three years (four years in exceptional circumstances) and probation is not confirmed at the end of this period, they will be invited to a meeting to discuss the issues and be given opportunity to put forward their views.

If the recommendation is not to confirm the appointment then the normal procedures for termination of contract will apply (ensuring periods of notice are met) and advice and support will be provided by Human Resources on this should the situation arise. The probationer will have the right of appeal against a decision not to confirm appointment (except where early confirmation is refused), as per the normal procedures which apply to the termination of an employment contract. In some circumstances it may be appropriate for the Dean and HoD/HoS to consider and discuss with the probationer any options for an alternative employment arrangement within the University.
## Appendix A: Suggested Probationer Outputs / Activities

These activities will require Faculty customisation to reflect the specific academic area the probationer is working in, therefore some of the points below will be deemed to be either ‘essential’ or ‘desirable’ depending on the subject area.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The quantity and quality of teaching is at the appropriate level</td>
<td>• Contributing to course development and curriculum development and</td>
<td>• Obtaining 30 masters level credits under the Professional Development</td>
</tr>
<tr>
<td>• Supervisory and tutorial skills and performance</td>
<td>planning</td>
<td>Framework and evidence of working towards eligibility for HEA</td>
</tr>
<tr>
<td>• Evidence of peer review/student feedback of proven ability to teach</td>
<td>• Quality of examination and coursework assessment</td>
<td>membership</td>
</tr>
<tr>
<td>specific and general subject areas</td>
<td></td>
<td>• Able to demonstrate that they have a scholarly and reflective</td>
</tr>
<tr>
<td>• Completion of the 3 day Teaching, Learning and Assessment Course</td>
<td></td>
<td>approach to teaching, including research-led teaching, the use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of learning technologies and the many student focused teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td>methods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assessment of students and feedback activity at either undergraduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or postgraduate levels</td>
</tr>
<tr>
<td><strong>Research &amp; Knowledge Exchange</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Research – evidence of a clear personal research plan which</td>
<td>• Progress made in developing a programme of research</td>
<td>• Demonstrate independence and originality of their research</td>
</tr>
<tr>
<td>quantifies targets and objectives over the probationary period and</td>
<td>• Submission (whether alone or in a team/partnership) of at least one</td>
<td>programmes</td>
</tr>
<tr>
<td>beyond</td>
<td>external funding application relevant to their unit of assessment</td>
<td>• Ability to manage, or make a quantifiable contribution to, a research</td>
</tr>
<tr>
<td>• Invitations to participate in conferences, relevant professional</td>
<td>• Evidence of research publications submitted for peer review</td>
<td>team (as appropriate to the discipline)</td>
</tr>
<tr>
<td>activities</td>
<td>• Membership of and involvement with relevant professional bodies –</td>
<td>• Evidence of ongoing applications for research funding submitted and</td>
</tr>
<tr>
<td></td>
<td>attending conferences, contribution via working / discussion papers</td>
<td>grants attracted, appropriate to academic area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Evidence of research publications such as refereed journal articles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with the appropriate quality and quantity of published output</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(normally at least 3 during the full probation period which would</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be returnable under REF/equivalent)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Evidence of engagement with knowledge exchange activities and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>research dissemination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Publishing at conference proceedings, seminars given</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Efficient and effective contribution to departmental administration</td>
<td>• Efficient and effective contribution to departmental or university</td>
<td>• Starting to develop some involvement with external academic and</td>
</tr>
<tr>
<td>• Evidence of collegiality or teamwork in the Department/School</td>
<td>administration</td>
<td>professional bodies, including, as appropriate to the discipline,</td>
</tr>
<tr>
<td></td>
<td>• Evidence of collegiality or teamwork in the Department/School/Faculty</td>
<td>consultancy, refereeing and external lectures.</td>
</tr>
</tbody>
</table>
Appendix B: Maternity Leave
Guidelines for Heads of Department/School and Human Resources

The following guidance outlines how to manage the reviews of probationers who, during the Academic Probationary Period (APP), will commence / or have already commenced a period of maternity leave.

Where a probationer’s period of maternity leave falls during the review period in question then she should be put forward for review in line with the probation review procedures as defined in the main body of this document. The only exception to this would be where a probationer has been in the employment of the University less than one full semester of the APP prior to commencing their maternity leave, and in such circumstances the probationer would not be reviewed during that review year, but would be included in the next appropriate one.

Where a probationer has already commenced her period of maternity leave prior to the start of the Accountability and Development Review and probation review processes, the ADR Review Record Form and Report on Probationary Lecturer form should be completed as normal by the probationer’s Head of Department/School. The forms should then be passed to the probationer for her review and comments. This can be done in one of two ways and it is for the Head of Department/School to agree with the probationer, before she commences her maternity leave, what approach would be more appropriate, taking into account the dates of the Faculty Review Panel meeting and the probationer’s expected week of confinement. Either:

1. the Head of Department/School and probationer will complete the appropriate forms and sign these prior to the probationer commencing maternity leave. The forms will then be filed with HR until the full review process commences.
2. the Head of Department/School will complete the appropriate forms, as far as possible, whilst the probationer is on maternity leave and send these to the probationer for her review and comments. Where the probationer wishes a face to face meeting for the review discussion, this will be arranged, where it is possible to do so within the timelines for the Review, with the probationer using one of her ‘Keeping in Touch’ days for this meeting.

Where no submission is being made due to maternity leave, the probationer should be written to by Human Resources confirming that probation has been suspended for the period in question and advising of a revised expected probation end date.