Academic Probation
Transition Guidelines
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1. **General Information**

This document is for use by both Heads of Department and the probationer, and details the process in place to guide the Assistant Professors currently employed in the University to transition from the original Academic Promotion criteria to the newly revised criteria. All newly appointed staff will be subject to the new criteria and this will be clarified on appointment.

2. **Schedule**

The usual time period for Academic Probation is five years. This process offers guidance and options dependent upon the individual’s progress through this five year probation period, and is detailed as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>Transition to assessment using the new criteria.</td>
</tr>
<tr>
<td>Year Two</td>
<td>Transition to assessment using the new criteria.</td>
</tr>
<tr>
<td>Year Three</td>
<td>Transition to assessment using the new criteria.</td>
</tr>
<tr>
<td>Year Four</td>
<td>Transition to the new criteria unless a request to remain being reviewed against the old criteria</td>
</tr>
<tr>
<td>Year Five</td>
<td>Assessment will continue using the original criteria unless the individual choses to transition to the new criteria.</td>
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If an individual in year four or five of their probation period choses to request a change from the suggested process a request should be sent to the Head of Department (HOD) with a clear written justification for the request. A follow up conversation between the HOD and the individual is recommended to agree which criteria will be used for assessment purposes. The Probation Review Group (PRG) will then be informed of the decision.

3. **Departmental Provision of Support**

It is recommended that additional support is provided for the individual during this transition stage, in the following form:

- Revisiting the original objectives set to allow for any amendments required to lead to the successful completion of the new criteria.
- Regular meetings with the line manager or HOD to be scheduled in the first instance to assist with the initial transition, allowing any problems to be raised and rectified in a timely manner. The regularity can be reduced over time once the transition has been made successfully.
- Informing the individual’s mentor of the change of criteria and the possibility of the requirement for additional support.
- The arrangement of registration for the APPTE qualification and a mentor on the selection of the new criteria.
- Departmental backing for all colleagues working towards the successful completion of academic promotion to meet on a regular basis to assist in the creation of a collaborative and supportive community.
- The promotion of the support available from the Organisational Development team to research active and academic staff to assist with progress throughout the probation process.

4. Out of Cycle Probations

For those individuals who fall outside the defined timings above, a reasonable approach should be agreed between the individual and the HOD that falls within one of the five suggested options.

For example, it would be appropriate for an individual who had agreement of a three year probationary period upon appointment, and who was in his third year of probation, to continue on the original criteria.

5. HOD Recommendations

For each forwarding annual report submitted to Probation Review Group the criteria the individual is being assessed against, new or old, will be clearly indicated on the report.

Consideration should be taken into any change of effect the criteria has made on the progress of the individual throughout the academic probation process, with remedial measures taking place where necessary.

In the final year of probation a recommendation is to be put forward to determine the outcome of the probation period. The criteria the individual is being assessed against will also be clearly indicated in this report to include the timings of the change from the old to new criteria where appropriate.

6. Data Retention

Any personal data collected or retained in relation to the academic probation procedure will be in accordance with the Data Protection Act 2018. Further information is detailed in the University’s Privacy Notice and Record Retention Schedule.