

ANNUAL ACADEMIC PROBATION REVIEW REPORT

This report should be completed by the Head of Department during the Probation Review meeting, agreed and signed by the Head of Department and probationer, and **submitted with an up-to-date CV** of the probationer to the Academic Processes Team in Human Resources.

All sections of the form must be completed and any significant agreed actions should be recorded under the appropriate heading.

Name of Probationary Employee		Department	
Start of Probation		End of Probation Due	
Period Under Review			

A. Overall targets to be achieved by the full probation term in order to successfully complete probation

B. SUMMARY OF RECOMMENDATIONS BY HEADS OF DEPARTMENTS	
Please provide below the Head of Department's summary of probationer's progress for the current year to include commentary on overall progress against objectives, highlighting achievements and/or any issues or areas of concern	
Current Year - Head of Department's overall summary of progress	
For those scheduled to continue on probation (i.e. not in their last year of probation), please indicate which option is being recommended and provide details if necessary	
Recommending to continue normally on probation	
Recommending an extension of probation (for example, due to maternity leave)	
Recommending early completion (please provide a detailed case for the reasons)	

For those scheduled to complete probation (i.e. those who are in the last year of probation) please indicate which option is being recommended and give full details if necessary	
Recommending completion of probation	
Recommending not to complete (employee has been unable to fulfil probation requirements resulting in an adverse recommendation from the department)	

Please provide the summary statements from previous years' probation forms in the tables below, where applicable:
Year 1 - Head of Department's overall summary of progress
Year 2 - Head of Department's overall summary of progress
Year 3 - Head of Department's overall summary of progress
Year 4 - Head of Department's overall summary of progress

C. Please summarise achievements and progress on the following areas of activity, with performance to be assessed against agreed criteria and objectives, as set at appointment or previous review meeting:

1. RESEARCH	
The University will evaluate research achievements in line with the Leiden Principles.	
Please list research targets for probationary review period under consideration (with expected completion dates):	
Provide evidence of the quantity and quality of the publications, and the performance trajectory. Please also provide context on the quality of the journals within the discipline:	
Please provide a link to the probationer's Google Scholar profile where available:	

2. TEACHING	
Provide a breakdown of teaching hours and scores over the last probationary period under review:	
Provide a commentary on teaching quality, quantity and where relevant, innovation:	

3. APSTE	
Provide a breakdown of progress towards completing APSTE:	
2 day residential	
1 day workshop	
Online component	
Portfolio	

APPTE completed	
Provide any other relevant information if necessary:	

4. ADMINISTRATION
Provide a commentary on administrative responsibilities which have been undertaken:

5. COLLEGIALLY
Provide a commentary and evidence of the probationer's collegiality both within the Department and the wider University and beyond (as appropriate):

6. MENTORING
Please state the name of the mentor, any mentoring arrangements and confirm whether they are satisfactory:

D. To be signed by Head of Department:

Signed		Date	
Print Name		Head of Department	

To be signed by Probationer:

I confirm that I have seen this report and any issues of disagreement or concern are listed above.

Signed		Date	
Print Name		Probationer	

Please ensure an up to date CV is attached to this probationary review form