Academic Probation Process Flowchart

Academic appointed



Length of Probation period determined – **normally 3 years**.





Head of School/Academic Line Manager* appoints Mentor/ Probationer & Mentor Relationship Established



At commencement of employment,

Head of School/Academic Line Manager and Mentor meet with Probationer to agree an Overall Strategic Plan for period of probation



At commencement of employment,

Head of School/Academic Line Manager and Mentor meet with Probationer to agree Year 1 Agreed Annual Objectives



In Month 11

Mentor and Probationer produce Annual Report for Head of School/Academic Line Manager



Head of School/Academic Line Manager completes Year 1 Annual Report, then meets with Probationer and Mentor



Head of School/Academic Line Manager, Mentor and Probationer meet to discuss and agree Year 2 Agreed Annual Objectives



In Month 23

Mentor and Probationer produce Year 2 Annual Report for Head of School/Academic Line Manager

*This may be Director of Institute for medicine



Head of School/Academic Line Manager completes Year 2 Annual Report, then meets with Probationer and Mentor.



Head of School/Academic Line Manager, Mentor and Probationer meet to discuss and agree Year 3 Annual Objectives



In Month 33

Mentor and Probationer produce Final Report for Head of School/Academic Line Manager.



Head of School/Academic Line Manager completes Final Report, then meets with Probationer and Mentor and sends report to Probationary Review Panel.



Probationary Review Panel meets with Probationer and Mentor.



Decision of Probationary Review Panel communicated to Probationer in writing