



# Academic Probation Policy

Version 4.1 / April 2023

## Contents

Section	Title	Page/s
---------	-------	--------





## **5. Responsibilities**

### **5.1 Employee responsibilities**

To demonstrate their suitability for the post and to fulfil the requirements of the role as stated in the job description and person specification.

To discuss any training / development or support needs with their Line Manager and/or Probation Mentor at the earliest opportunity and ensure that any training / development is undertaken to the agreed timescales.

and to complete relevant mandatory training.

To complete the paperwork after each interim review meeting, which then needs to be signed by both parties.

To agree interim objectives during the final review meeting for the period up to the next appraisal cycle begins.

### **5.2 Line Manager responsibilities:**

To manage the probationary period of the newly appointed employee.

To communicate to the employee the key aspects of their role and also the structure of the College / School and to explain how these fit within the University structure.

To ensure the employee has completed the relevant mandatory training within the probation period.

To meet with the employee and

On the completion of the 12 months probationary period, to send the completed probation form to the Department of People, Performance and Culture and advise whether the appointment should be confirmed.

To ensure that during the probation period the employee has been given the opportunity to obtain a relevant teaching qualification or appropriate professional recognition.

### **5.3 Responsibilities of the Probation Mentor**

The Probation Mentor will be an experienced colleague nominated by the Line Manager to support the employee and act as the main point of contact for any queries and / or concerns the probationer may have during the probationary period.

The Probation Mentor will meet with the Line Manager and employee on a regular

### **5.4 Responsibility of the Department of People, Performance and Culture**

To signpost the relevant probation documents to the Line Manager and the employee.

new starters.

# Academic Probation Policy

Owner	Last Reviewed
Operations	April 2023

