

THE UNIVERSITY OF NEW SOUTH WALES

MANAGEMENT OF PROBATIONARY EMPLOYMENT FOR ACADEMIC STAFF

DRAFT FOR CONSULTATION

Principle

The purpose of probation is principally “to allow an assessment to be made of an employee’s aptitude and capacity to do the work once trained”. It is a period during which an employee should be critically tested and assessed by the supervisor to determine whether or not he or she can perform the duties and responsibilities required of them to the standard expected by the University.

Industrial Requirements

- (a) *A new employee may have a formal probationary period of up to 12 months and will be advised accordingly in the letter of appointment.*
- (b) *An employee will be advised of, and given an opportunity to make response to, any adverse material about the employee which the University intends to take into account in a decision to terminate the employment upon or before the expiry of the period of probation.*
- (c) *Any second or subsequent fixed term contract will not contain a period of probation where the employment is a continuation of the initial fixed-term employment.*
- (d) *The provisions of clause 21.0 of this Agreement do not apply to an employee serving a period of probationary employment.*

[Source: clause 20.1 of the *UNSW (Academic Staff) Enterprise Agreement 2006*]

Length of Probationary Period

Standard probationary periods for academic staff are:

• Continuing appointments	12 months
• Fixed-term appointments (two year or more)	
• Fixed-term appointments (less than two years)	6 months

The University reserves the right to vary the above periods in light of the nature and the circumstances of the position and/or the relevant experience of the employee.

Best Practice Guidelines for Management of Probation

The academic supervisor should normally meet with the employee during the probationary period and to provide them with feedback on their performance. Assessment of the employee should be against the duties and responsibilities of the position assigned to the employee in accordance with the UNSW Position Classification Standards relevant to the employee and will include as a minimum:

- *Evidence of their effectiveness as a teacher; and*
- *Evidence of ability to initiate, develop or participate creatively and with a degree of autonomy, in research and other scholarly activity; and*
- *Evidence of ability and willingness to carry out administrative tasks associated with teaching and research activities.*

In accordance with the Enterprise Agreement, the University must advise the employee of any concerns about their performance or conduct prior to any recommendation being made to terminate the employee within the probationary period and allow the employee to have an opportunity to make a response to the concerns.

A recommendation to terminate the employment within the probationary period must be provided to the Deputy Vice-Chancellor (Academic) **prior to** the end of the probationary period. The employee must be notified of any decision to terminate their employment within the probationary period prior to or on the last day of the probationary period.

Advice on dealing with an employee within the probationary period should be obtained from the Industrial Relations Unit or from your Faculty Human Resources Consultant at the earliest possible stage.

Form: the HR55 (Academic Probation and Confirmation of Continuing Employment) Form has been developed to assist an academic supervisor to discuss and review an academic staff member's performance during the probationary period and the tenurable employment period and is available at <http://www.hr.unsw.edu.au/forms/hr55.rtf>.