

HR55 Form: Academic Probation and Confirmation of Continuing Employment **CONFIDENTIAL 08/07**



UNSW

Staff Details

Name of staff member _____

Staff number _____

Faculty/School Faculty School

Type of Appointment Continuing Fixed-term

Academic Level Ass Lecturer Lecturer Snr Lecturer Ass Prof Professor

Review Type

Probation (Print and complete pages 2-5 of this form for each meeting)

Meeting	Suggested performance review timetable	Date
1	After 1 month	
2	After 2 months	
3	After 5 months	
4	After 11 months (or before the end of the first year)	

It is recommended that the appointment be confirmed or the appointment not be confirmed and termination of employment recommended.

Confirmation of Continuing Employment Period

Meeting	Suggested performance review timetable	Date
5	After 15 months	
6	After 24 months	
7	At 30 months (or 6 months before the end of the third year)	

Advice for Academic Supervisors

- **If an academic supervisor has any concerns about the conduct or performance of the academic staff member at any stage (especially in the initial 3 months of probation), contact the Manager of Industrial Relations immediately.**
- This form should be completed in accordance with the appropriate review procedures for academic staff
- **Probation:** the academic staff member is to meet with their nominated supervisor four (4) times during their probationary period and address each of the five criteria at each probation review meeting
- **Confirmation of continuing employment or “tenurable employment” period:** the academic staff member must prepare a report on their activities and achievements during the review period and address each of the five criteria
- All aspects of the review must be discussed by the nominated supervisor and the academic staff member
- The academic supervisor must indicate, for each of the criterion, whether the staff member’s performance has been satisfactory, satisfactory but needs improvement, or unsatisfactory.
- The academic supervisor must write relevant comments in the space provided, particularly if there are concerns about the academic staff member’s performance on one or more criteria
- The academic supervisor and the academic staff member must sign this form in the space provided once the review of performance has been completed
- The academic supervisor is to forward the completed form to their Faculty Human Resources Consultant and a copy kept at the School for future reference. **This documentation is confidential and must be maintained in a secure manner at all times.**

Criterion 1: TEACHING

The staff member should provide:

- Evidence of effectiveness as a teacher, particularly in relation to teaching tasks and associated activities; a systematic approach to subject matter; an ability to understand the expectations and capabilities of students; and an ability to establish an effective learning environment.
- Evidence of teaching effectiveness may be supported through the Course and Teaching Evaluations and Improvement (CATEI) process or other systematic student feedback process
- Evidence of further development of learning and teaching practice particularly through participation in the Foundations of Learning and Teaching Program (FULT) and other development activities such as participation in University Network in Learning and Teaching (UNILT)

Please tick Satisfactory Satisfactory – aspects of work require improvement Unsatisfactory

Supervisor comments: _____

Staff member comments: _____

Criterion 2: RESEARCH

The staff member should provide:

Evidence of ability to initiate, develop or participate creatively and with a degree of autonomy in research and other scholarly activity, a willingness and ability to acquire the necessary skills for undertaking such work and appropriately apply them.

Please tick Satisfactory Satisfactory – aspects of work require improvement Unsatisfactory

Supervisor comments: _____

Staff member comments: _____

Criterion 3: SERVICE or “INSTITUTION BUILDING”

The staff member should provide:

Evidence of service to the relevant discipline through professional activity, continuing education, consultancy, conference organization or other similar activity relevant to the work of the institution

Please tick Satisfactory Satisfactory – aspects of work require improvement Unsatisfactory

Supervisor comments: _____

Staff member comments: _____

Criterion 4: ADMINISTRATION

The staff member should provide:

Evidence of ability and willingness to carry out administrative tasks associated with teaching and research activities

Please tick Satisfactory Satisfactory – aspects of work require improvement Unsatisfactory

Supervisor comments: _____

Staff member comments: _____

Criterion 5: CAREER & PROFESSIONAL DEVELOPMENT

The staff member should provide:

Evidence of having undertaken career, professional and personal development activities that have been agreed upon with the Head of School as being beneficial to the staff member's career at the University

Please tick Satisfactory Satisfactory – aspects of work require improvement Unsatisfactory

Supervisor comments: _____

Staff member comments: _____
