

HR55

Academic Probation and Confirmation of Continuing Employment

(HR.V1.0 - 7.05.18)

Staff Details		
Name of staff member		
Staff number		
Faculty	School	
Type of Appointment	<input type="checkbox"/> Continuing <input type="checkbox"/> Fixed-term	
Academic Level	<input type="checkbox"/> A/Lecturer <input type="checkbox"/> Lecturer <input type="checkbox"/> Snr Lecturer <input type="checkbox"/> A/Prof <input type="checkbox"/> Professor	
Review Type		
<input type="checkbox"/> Probation (Print and complete pages 2-5 of this form for each meeting)		
<i>Meeting</i>	<i>Suggested performance review timetable</i>	<i>Date</i>
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 <input type="checkbox"/> the appointment be confirmed <u>or</u> <input type="checkbox"/> the appointment not be confirmed and termination of employment recommended.		
<input type="checkbox"/> Confirmation of Continuing Employment Period		
<i>Meeting</i>	<i>Suggested performance review timetable</i>	<i>Date</i>
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		
<ul style="list-style-type: none"> • 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 <u>immediately</u>. • This form should be completed with reference to Clause 25.0 – Probationary Employment and Confirmation of Continuing Employment – of the UNSW (Academic Staff) Enterprise Agreement 2015. • 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 • Confirmation of continuing employment or “tenurable employment” period: the academic staff 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 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:
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• 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 the University Network of Work Integrated Learning Educators (WILEd).

Please tick	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Satisfactory – aspects of work require improvement	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
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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	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Satisfactory – aspects of work require improvement	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
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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	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Satisfactory – aspects of work require improvement	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
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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	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Satisfactory – aspects of work require improvement	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
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Supervisor comments:

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Staff member comments:

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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	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Satisfactory – aspects of work require improvement	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
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Supervisor comments:

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Staff member comments:

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MANDATORY TRAINING**The staff member should provide:**

Evidence of having completed the university's mandatory training courses:

All academic staff

1. Health and safety: OHS Awareness on-line

2. Ergonomics Awareness on-line

3. Equal Opportunities: EO on-line

Academic staff who work in laboratories (all of the above and)

4. Laboratory Safety Awareness

5. Green Lab Training

Academic supervisors (all of the above and)

6. Health and safety for supervisors

Any other training requirements identified for the position during the induction process should also have been completed by the end of the probation period.

Please tick		Satisfactory		Satisfactory – aspects of work require improvement		Unsatisfactory	
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Supervisor comments:

Staff member comments:

Any other relevant information

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Supervisor signature:

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Date:

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Supervisor name:

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Staff member signature:

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Date:

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To be forwarded to the Faculty [Human Resources Consultant](#) and copy kept in the School.