



The  
University  
Of  
Sheffield.

Human  
Resources.

## Academic Probationary Report Form

To be completed by all parties and returned to Human Resources

The purpose of this form is to:

1. Enable the probationary Lecturer and the Head of Department to make a joint statement of the probationer's:
  - Duties and contribution to the department within the areas of teaching, research, management/administration and professional standing.
  - Achievement against the specific objectives agreed within the New Lecturer - Probationary Plan.
  - Training and development activities undertaken.
  - Future New Lecturer - Probationary Plan (if applicable).
2. Provide the University with sufficient information to enable a decision to be made concerning the future of the probationary appointment / confirmation of appointment.

The Academic Probationary Report Form comprises 7 sections. For ease of completion sections 1-7 can be downloaded as separate documents from the Human Resources web pages.

### **SECTION 1   PERSONAL DETAILS** (to be completed by the Head of Department)

Name ..... **Dr/Mr/Ms**

Department .....

Date of initial appointment .....

Date probation period complete .....

Name of Probation Adviser .....

Report for the ..... session of the new Lecturer's probation.

## **SECTION 2 TO BE COMPLETED BY THE PROBATIONARY LECTURER**

Evidence should be provided within this Section to demonstrate that the targets detailed in the New Lecturer - Probationary Plan have been achieved.

### **1. Induction activities undertaken** (applicable in first probationary session only)

### **2. Academic / Professional qualifications gained** during the current probationary session, including details of the University's Certificate in Learning & Teaching (CILT).

### **3. Development and Training undertaken**

Give details of development and training undertaken during the probationary session.

### **4. Teaching** (Approximate proportion of workload \_\_\_\_\_%)

Give details of curriculum planning, teaching and evaluation of prescribed courses, supervision and tutorial work and assessment for undergraduate, postgraduate and research degrees undertaken during the probationary session. Include, if appropriate, any other teaching activities, for example, personal tutoring, other student support roles, teaching candidates for professional qualifications awarded by outside bodies etc.

### **5. Research** (Approximate proportion of workload \_\_\_\_\_%)

Give details of progress in research during the probationary session. Append a list of publications or other forms of output (working/discussion papers, commissions, project or technical reports, reviews, contributions to seminars within and without the University, conferences etc). Any which appeared during the current probationary session should be marked with an asterisk. Include, if appropriate, details of any applications for research funding and their outcome if known

### **6. Management / Administration** (Approximate proportion of workload \_\_\_\_\_%)

Give details of contribution to the general managerial / administrative work of the department/University and of any responsibilities of a managerial nature (for example, directing the work of other staff, managing resources etc). Include, if appropriate, details of any relevant external or professional administrative duties of the post.

**7. Clinical sessions / duties** (if appropriate)  
(Approximate proportion of workload \_\_\_\_\_%)

Give details of clinical sessions carried out and related clinical duties.

**8. Standing in the profession**

Give details of, for example, seminars given, invitations to conferences, relevant professional activity.

**9. Training and Development needs**

Provide information on any development or training needs identified between yourself and your Probation Advisor and/or Head of Department through Probation Review Meetings and the plans / activities put in place to meet these needs. Also provide information on any other support, training and development you believe you currently require which has not yet been either formally identified or planned.

**10. Any other information**

Give any other information which, in your view, adds to the picture of your probationary progress and overall contribution as a University Lecturer.

(Signature of Probationary Lecturer) .....

(Date) .....

**THIS SECTION SHOULD NOW BE FORWARDED TO THE HEAD OF DEPARTMENT FOR COMPLETION OF SECTIONS 3 & 4, WHICH CAN BE DOWNLOADED FROM THE HUMAN RESOURCES WEB PAGES.**

### **SECTION 3 TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

1. Do you confirm the accuracy of the account given in Section 2 above? (Any disagreement should be explained here.)

#### **2. Development and Training**

Has the probationary Lecturer shown commitment to their personal development plan as detailed within the New Lecturer - Probationary Plan, including progress towards, completion of the University's requirements in respect of the Certificate in Learning & Teaching (CILT)?

#### **3. Teaching**

Give your assessment to date of the competence and performance of the probationary Lecturer, in line with the recognised standards within peer departments within the discipline.

Factors to be taken into account might include:

- Evidence (from assessment by Probation Advisor, peer review, student feedback etc) of proven ability to teach well in both specialist and more general and elementary areas as well as in varying circumstances).
- Assessment of effectiveness in planning, organising and managing teaching duties and of monitoring and assessing student progress.
- Assessment of skill as a facilitator of student learning.
- Effectiveness of personal support and guidance to individual students.

#### **4. Research**

Give your assessment to date of the competence and performance of the probationary Lecturer, in line with the recognised standards within peer departments within the discipline.

Factors to be taken into account might include:

- The quality of the research plan for the probationary period.
- Progress in implementing the research plan.
- Exploration of sources of / applications for research funding.
- Research publications.
- Exploration of potential for collaboration.

## **5. Management / Administration**

Give your assessment to date of the competence and performance of the probationary Lecturer.

Factors to be taken into account under this heading might include:

- Performance of agreed administrative tasks
- Effective management of resources.
- Commitment to department (for example, attendance at meetings).

## **6. Professional Standing**

Give your assessment to date of the probationary Lecturer's progress towards standing in the profession and their potential to continue to develop as a University academic.

## **7. Clinical sessions / duties (if appropriate)**

Give your assessment to date of the probationary Lecturer's competence and performance of clinical duties.

## **8. Development and Training Needs**

Provide information on any development / training needs identified as necessary for the probationary Lecturer or additional support required for assistance in their teaching, research and/or management / administration and the plans / activities put in place to meet these needs.

## **9. Any other information**

Give any other information which, in your view, adds to the picture of the probationer's progress and overall contribution as a University Lecturer.

**SECTION 4 TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

**ONLY ONE OF THE FOLLOWING RECOMMENDATIONS TO BE MADE:**

- a. I believe the probationer should be appointed as a probationary Lecturer for a further year.
- b. I believe the probationer should be appointed as a probationary Lecturer for a further year subject to them successfully achieving the objectives below:

Agreed objectives:

- c. I do not recommend continuation of this probationary appointment for this probationer for the reasons set out in the attached documentation.\*
- d. I believe that the probationer's appointment should be confirmed (normally applicable only if the person concerned is in the final year of probation).
- e. I recommend the extension of the probationary period for a further and final year subject to them successfully achieving the objectives below:

Agreed objectives:

- f. I do not recommend confirmation of appointment for this probationer for the reasons set out in the attached documentation \*

\*Where non-continuation of the probationary appointment or non-confirmation of appointment is recommended the Head of Department must consult with Human Resources **prior** to submitting the form.

I certify that the probationary Lecturer has had the opportunity to see this report and that he/she has been informed of any weaknesses which he/she needs to rectify for the successful completion of probation and confirmation of appointment.

(Signature of Head of Department) .....

(Date) .....

**ANY NEW LECTURER WHO DISAGREES WITH THE REPORT MADE UPON HIM/HER BY THE HEAD OF DEPARTMENT SHOULD CONSULT THE FACULTY PRO-VICE-CHANCELLOR.**

**IF LECTURER IS PROCEEDING TO A FURTHER PROBATIONARY SESSION PLEASE COMPLETE SECTION 5 (FUTURE OBJECTIVES), WHICH CAN BE DOWNLOADED FROM THE HUMAN RESOURCES WEB PAGES.**

**SECTION 5      FUTURE OBJECTIVES - TO BE COMPLETED BY ALL NEW LECTURERS  
PROCEEDING TO A FURTHER PROBATIONARY SESSION (Recommendation a, b  
or e above in Section 4 above)**

Record specific and clear objectives, which have been discussed and agreed between the probationer and the Probation Advisor and Head of Department, to be achieved during the next probationary session.

Agreed Objectives	Timescale	Priority

**(2) DIVISION OF EFFORT**

Indicate the approximate division of effort for the next probationary session:

**Teaching:** \_\_\_\_\_ %                      **Research:** \_\_\_\_\_ %

**Management/Administration** (excluding that related to normal teaching and research): \_\_\_\_\_ %

Clinical sessions / duties (if appropriate): \_\_\_\_\_ %

**(3) PERSONAL DEVELOPMENT PLAN**

Development needs identified during the probationary planning meeting must be recorded on the attached development plan (Appendix 1) and will be fed into the annual Departmental Staff Development Plans.

**(4) AGREEMENT OF PROBATIONARY PLAN**

The New Lecturer - Probationary Plan must be agreed and signed by:

**Probationer:** ..... **Date:** .....

Comments:

**Probation Advisor:** ..... **Date:** .....

Comments:

**Head of Department:** ..... **Date:** .....

Comments:

**SECTIONS 1 TO 5 SHOULD NOW BE FORWARDED TO THE FACULTY DIRECTOR OF RESEARCH & INNOVATION FOR COMPLETION OF SECTION 6, WHICH CAN BE DOWNLOADED FROM THE HUMAN RESOURCES WEB PAGES.**



**THE UNIVERSITY OF SHEFFIELD**

**NEW LECTURER - PROBATIONARY PLAN (YEARS 2 AND 3)**

**PERSONAL DEVELOPMENT PLAN**

**Name:**

**Department:**

**Date of Probation Planning Meeting:**

See overleaf for notes on completion of this form.

<b>Development Need</b>	<b>Priority (H/M/L)</b>	<b>Action Required</b>	<b>By when</b>	<b>By whom</b>

## Notes on completion of Personal Development Plan

Information included on this form will be used to produce the annual departmental staff development plan so details should be as clear as possible.

(i) Development Need

Please be precise in describing the identified training/development need. Try to avoid general statements such as 'improve IT skills', 'develop managements skills' and 'support with teaching'; specify in more detail the knowledge or skill that needs to be acquired.

(ii) Level of priority

Please indicate level of priority (High/Medium/Low); this will facilitate prioritisation of all needs to be included in the departmental plan.

(iii) Action Required

Please indicate any action that is required to facilitate the achievement of the identified need; this might be booking a place on a course or conference, setting aside time for self-study, borrowing resources from SOLAR, setting up a meeting with a colleague to acquire certain information, etc.

(iv) By when

Identify a realistic timescale within which this action should be undertaken

(v) By whom

Be clear about who needs to take action to ensure the development need is met; usually the probationer will be expected to take this responsibility but will often need support from their line manager, Head of Department or other colleague.

**SECTION 6**

**TO BE COMPLETED BY THE FACULTY DIRECTOR OF RESEARCH & INNOVATION**

1. I agree /do not agree the recommendation made by the Head of Department in Section 4 above for the reasons given below.
  
2. I agree/do not agree the Probationary Plan within Section 5 above for the reasons given below.

(Signed) .....

Pro-Vice-Chancellor for the Faculty of .....

(Date) .....

**SECTIONS 1 – 6 SHOULD NOW BE SENT TO THE FACULTY PRO-VICE-CHANCELLOR FOR COMPLETION OF SECTION 7, WHICH CAN BE DOWNLOADED FROM THE HUMAN RESOURCES WEB PAGES.**

**SECTION 7**

**TO BE COMPLETED BY THE PRO-VICE-CHANCELLOR FOR THE FACULTY (OR DELEGATE)**

1. I approve/do not approve\* the recommendation made by the Head of Department in Section 4 above for the reasons given below.
  
  
  
  
  
  
  
  
  
  
2. I agree/do not agree\* the Probationary Plan within Section 5 above for the reasons given below.

(Signed) .....

Pro-Vice-Chancellor for the Faculty of .....

(Date) .....

\* In the event of the Pro-Vice-Chancellor of the Faculty not concurring with the recommendation made by the Head of Department all efforts should be made to reach mutual agreement. In circumstances where this proves not possible, advice should be sought from Human Resources.

**THIS FORM SHOULD NOW BE SENT TO HUMAN RESOURCES.**