



The  
University  
Of  
Sheffield.

Human  
Resources.

## Academic Probation

### Full Exemption from the Certificate in Learning and Teaching

All new Lecturers must successfully complete, or gain approved full exemption from the University's requirements in respect of the Certificate in Learning and Teaching (CiLT). The CiLT provides initial training and development in learning and teaching and its interaction with research and management /administration which new lecturers will encounter.

Full exemption may be granted in certain circumstances by the Pro-Vice-Chancellor for the Faculty, for example, where the individual has already acquired significant academic experience in another recognised institution.

*In cases where partial exemption is sought, please refer to Form CiLT (Part/Exempt)*

This form should be submitted to the Pro-Vice-Chancellor for the Faculty via the new Lecturer's Head of Department. Recommendations for full exemption should be forwarded to Human Resources, who will formally confirm the decision.

### **SECTION 1 - TO BE COMPLETED AND SIGNED BY THE PROBATIONARY LECTURER**

#### (i) PERSONAL DETAILS

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

**Department:** .....

**Date of initial appointment:** .....

**Length of Probation:** .....

**Name of Probation Adviser:** .....

**(ii) DETAILS AND EVIDENCE OF EXPERIENCE GAINED IN OTHER RECOGNISED INSTITUTIONS**

**LEARNING AND TEACHING PROGRAMME(S) UNDERTAKEN**

Please provide details and evidence of any Learning and Teaching Programmes you have undertaken which you believe may qualify you for full exemption from participation in the CiLT; including details of the activities undertaken and experience gained (such as preparing and delivering teaching, reflection on and subsequent development of personal teaching practice), the qualification(s) achieved and the institution(s) where these were undertaken.

**TEACHING**

Please provide details and evidence of teaching activities you have undertaken which you believe may qualify you for full exemption from the CiLT, such as experience of curriculum design and delivery of lectures and tutorials, practical supervision, field supervision, extramural tuition and anything else which you think should appear under this heading. Indicate the size of classes taught, and the number of teaching periods given to each class. State the institution(s) in which the experience was gained.

**ANY OTHER INFORMATION**

Please give any other information which, in your view, qualifies you for full exemption from the CiLT.

(Signature of Probationary Lecturer) .....

(Date) .....

**SECTION 2 - TO BE COMPLETED AND SIGNED BY THE HEAD OF DEPARTMENT**

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

2. Please provide any other information which you deem relevant to whether the probationer above should qualify for full exemption from the CiLT.

I certify that the Probationary Lecturer has had an opportunity to see this report.

Signature of Head of Department .....

Print Name .....

Date .....

**SECTION 3 - PRO-VICE-CHANCELLOR FOR THE FACULTY APPROVAL**

I **SUPPORT / DO NOT SUPPORT** (delete as appropriate) FULL EXEMPTION FROM THE CiLT for the reasons given below:

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

Print Name .....

Date .....

**Please forward this form to Human Resources.**