



The  
University  
Of  
Sheffield.

Human  
Resources.

## New Lecturer – Probationary Plan (Year 1)

Probationer:

Department:

Date of Meeting:

### (1) OBJECTIVES FOR FIRST PROBATIONARY SESSION (To be completed in the first 2 months of appointment)

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

Agreed Objectives	Timescale	Priority

**(2) DIVISION OF EFFORT**

Indicate the approximate division of effort for the first 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 and fed into the annual Departmental Staff Development Plans.

**(4) AGREEMENT OF PROBATIONARY PLAN**

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

<b>Probationer:</b> Comments:	Date:
<b>Probation Adviser:</b> Comments:	Date:
<b>Head of Department:</b> Comments:	Date:
<b>Faculty Director of Research and Innovation:</b> Comments:	Date:
<b>Faculty Pro Vice Chancellor :</b> Comments:	Date:

**Please forward copy Human Resources. A copy of this form will be held on the probationary Lecturer's personal file until completion of the probationary period.**

**THE UNIVERSITY OF SHEFFIELD**  
**NEW LECTURER - PROBATIONARY PLAN (YEAR 1)**  
**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.