**The management of an academic probation period**

Is individual a Senior Lecturer or lecturer?

Appointment is made subject to probationary period

Inform staff member who Academic Adviser is, unless this was notified in the contract of employment

Yes

Meet with new staff member to discuss job requirements and expectations

No

Informal action taken

Are there concerns?

Meet with staff member regularly for work-related matters throughout probation

Discuss concerns with HR who will advise course of action

Yes

No

Formal review brought forward

Yes

Discuss concerns with HR who will advise course of action

Hold formal mid review with staff member

Are there concerns?

No

Formal review brought forward

Informal action taken

Hold formal final review

Recommend probation extended

Individual has right of appeal

Recommend employment terminated

Recommend probation confirmed

**Appeals**

Non confirmation or extension of probation letter issued

Staff member appeals against decision, in writing, within 10 working days, setting out grounds

Appeal panel convened to review decision taken

Decision upheld

Staff member reinstated

Panel’s decision issued within 10 working days