

CONDITIONS OF SERVICE FOR ACADEMICS – PROBATION REQUIREMENTS

1 PROBATIONARY APPOINTMENT

All appointments shall be, in the first instance, for a probationary period normally of three years, and during such period shall be terminable by three calendar months written notice on either side; provided that, save with the prior written permission of the Council, such notice may not be given to take effect at the end of January or the end of February.

During the probationary period, the Head of Department will be required to write three probationary reports, one after each year of service of the staff member. The staff member is encouraged to submit a draft teaching portfolio to his/her Head of Department after the first and second years of service.

The confirmation of appointment after three years is conditional on the staff member:

- 1.1 Receiving a satisfactory report from the Head of Department on his/her contribution as regards teaching and research in the department and his/her conduct with peers and students.
- 1.2 Submitting a teaching portfolio which has been assessed as satisfactory and which provides evidence of having met the outcomes set out.
- 1.3 Providing evidence¹ of having met the outcomes for the assessment of and for student learning as specified by the University.²

In addition, the staff member needs to have attended the Academic Orientation Programme in his/her first year of service. Whilst non-attendance at this course will not in itself result in an extension of the probationary period of the staff member, it will be regarded as an aggravating circumstance in the absence of a completely positive report on his/her teaching from the Head of Department.

¹ Such evidence forms a core part of the teaching portfolio

² The Rhodes Assessors' Course offered by the Centre for Higher Research, Teaching and Learning (CHERTL) as a means of supporting lecturers in meeting the outcomes.