# Academic Probation – Performance/Objectives Review form

## Personal details

|  |  |
| --- | --- |
| **Name:** |  |
| **Trinity Title:** |  |
| **Staff Number:** |  |
| **Grade:** |  |
| **School:** | Choose an item. |
| **Head of School:** |  |
| **Head of Discipline:** |  |

## Signatures

*(Digital/scanned signatures are accepted)*

|  |  |  |
| --- | --- | --- |
| **Signed (Head of School):**  | *I confirm that the staff member is performing to the required standard for this review.* | **Date:** Click or tap to enter a date. |
| **Signed (Applicant):**  |  | **Date:** Click or tap to enter a date. |

NOTE: If there are any issues identified with the staff member’s performance, please urgently contact your Faculty HR Partner for advice on the next steps.

## Research

|  |  |  |
| --- | --- | --- |
| **Objective agreed** | **Has this objective been achieved?** | **Academic Reviewee’s comments** |
| [Also, how will it be measured? Is any additional support required to achieve this? | [To be filled in at the review meeting at the end of review cycle] |   |
| **Head of School Comments and Feedback** |
|  |
| **Objective for next review cycle** |
| [To be filled in at the end of review cycle] |

*Add more objective boxes as appropriate*

## Teaching

|  |  |  |
| --- | --- | --- |
| **Objective agreed** | **Has this objective been achieved?** | **Academic Reviewee’s comments** |
| [Also, how will it be measured? Is any additional support required to achieve this? | [To be filled in at the review meeting at the end of review cycle] |   |
| **Head of School Comments and Feedback** |
|  |
| **Objective for next review cycle** |
| [To be filled in at the end of review cycle] |

*Add more objective boxes as appropriate*

## Contribution to College/Discipline/Society

|  |  |  |
| --- | --- | --- |
| **Objective agreed** | **Has this objective been achieved?** | **Academic Reviewee’s comments** |
| [Also, how will it be measured? Is any additional support required to achieve this? | [To be filled in at the review meeting at the end of review cycle] |   |
| **Head of School Comments and Feedback** |
|  |
| **Objective for next review cycle** |
| [To be filled in at the end of review cycle] |

*Add more objective boxes as appropriate*