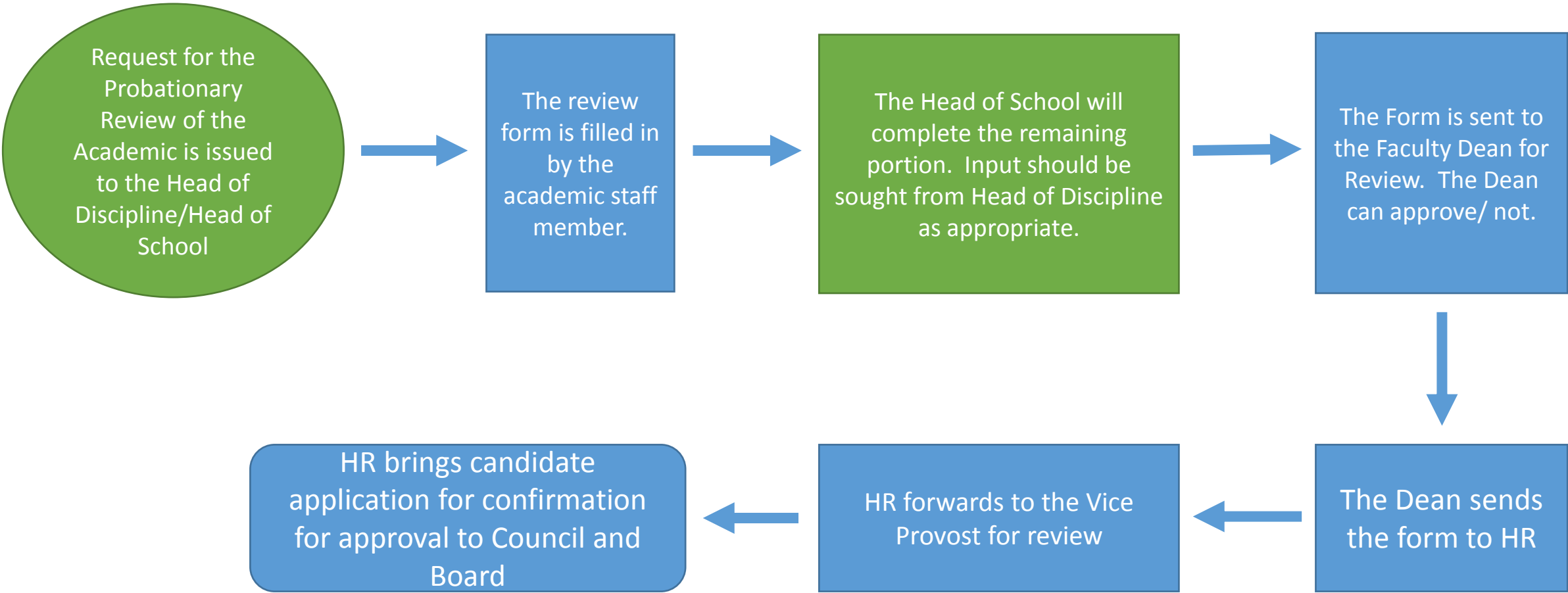# Probations Application Form Workflow

For probations:
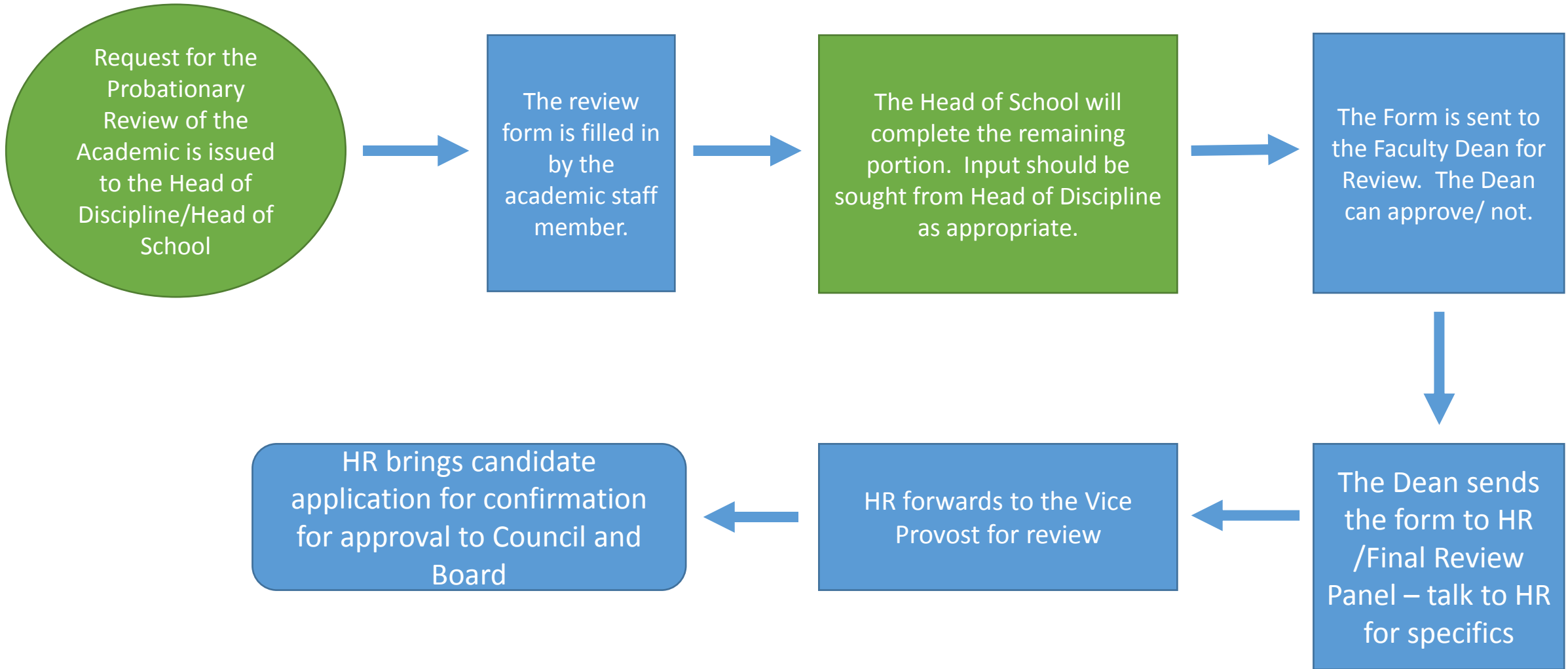
Probations year 1-4 for Assistant Professors

Probations (1 year) for Associate Professors; Professor In; Professor Of; Consultants.

Senior Academics
Associate Professor; Professor In; Professor Of and Consultants - 1 year probation (first and final)

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School →

The review form is filled in by the academic staff member. →

The Head of School will complete the remaining portion. Input should be sought from Head of Discipline as appropriate. →

The Form is sent to the Faculty Dean for Review. The Dean can approve/ not.

↓

The Dean sends the form to HR ←

HR forwards to the Vice Provost for review ←

HR brings candidate application for confirmation for approval to Council and Board

Assistant Professors with only 1 year probation
(specific exceptional circumstances – see contract for actual probation)

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of School will complete the remaining portion. Input should be sought from Head of Discipline as appropriate.

→

The Form is sent to the Faculty Dean for Review. The Dean can approve/ not.

↓

HR brings candidate application for confirmation for approval to Council and Board

←

HR forwards to the Vice Provost for review

←

The Dean sends the form to HR /Final Review Panel – talk to HR for specifics

Assistant Professors with 3 year probation
Year 1 of 3 year probation

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of Discipline (where applicable) will complete the remaining portion and send to the Head Of School

→

The Head of School Endorses the Head Of Discipline report

↓

The Form is sent to HR

←

HR forwards to the Vice Provost in advance for review before filing

Assistant Professors – 3 year probation
Final Probation - **can be in Year 2 or 3**
(for candidates with 2 probations within 3 years) – see contract

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of School will complete the remaining portion. Input should be sought from Head of Discipline as appropriate and should countersign.

→

The Form is sent to the Faculty Dean to bring the candidate for interview by the Final Review Panel.

↓

The Dean on behalf of the FRP sends the form to HR.

←

HR forwards to the Vice Provost for review.

←

HR forwards to the Vice Provost in advance for review **HR brings to Council and Board**

Assistant Professors with 4 year probation
Year 1 of 4 year probation

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of Discipline (where applicable) will complete the remaining portion and send to the Head Of School

→

The Head of School Endorses the Head Of Discipline report

↓

HR forwards to the Vice Provost in advance for review before filing

←

The Form is sent to HR

Assistant Professors – with 4 year probation
Year 2 of 4 years

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of Discipline (where applicable) will complete the remaining portion and send to the Head Of School

→

The Head of School Endorses the Head Of Discipline report

↓

The Form is sent to HR

←

HR forwards to the Vice Provost in advance for review before filing

Assistant Professors – 4 year probation
Year 3 (Preliminary Review Panel) of 4 year probation

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of School will complete the remaining portion. Input should be sought from Head of Discipline as appropriate and should countersign.

→

The Head of School convenes the Preliminary Review Panel to interview the candidate

↓

The Form is sent to HR.

←

HR forwards to the Vice Provost in advance for review before filing.

Assistant Professors – 4 year Probation
Year 4 (Faculty Final Review Panel) of 4 years

Request for the Probationary Review of the Academic is issued to the Head of Discipline/Head of School

→

The review form is filled in by the academic staff member.

→

The Head of School will complete the remaining portion. Input should be sought from Head of Discipline as appropriate and should countersign.

→

The Head of School endorses the form and sends to the Dean for the Final Review Panel.

↓

HR brings the confirmation to Council and Board for approval

←

HR forwards to the Vice Provost

←

The Dean on behalf of the FRP sends the outcome of the FRP and form to HR.

←

The Dean convenes the Faculty Final Review Panel (FRP) to interview the candidate (for confirmation and for accelerated advancement if appropriate)