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## Probationary and Review Procedures for Academic Staff

### Review of Academic Staff on Probation

#### 1. Scope

To define the University's procedures for confirmation of Academic staff in post, through review of probation

#### 2. Eligibility

The following categories of academic staff are eligible for consideration under the terms of this procedure;

- **Permanent Assistant Professors:** these have been appointed through an open public competition and where confirmation in appointment is subject to satisfactory completion of a probation period.
- **Senior Academic Appointments:** academic appointments above entry level such as Associate Professor and Professor

#### 3. Roles and Responsibilities

Responsibility for the conduct of reviews under the terms of this procedure rest with:

- a. Head of School – (i) to conduct annual reviews, and (ii) to oversee one year probations.
- b. Preliminary Review Panel chaired by Head of School – to conduct year 3 preliminary review,
- c. Final Review Panel – to consider confirmation in post as an academic staff member
- d. Faculty Dean – to confirm one year probations
- e. Junior Academic Progression Committee - to consider appeals of Final Review Panel decisions, and applications for accelerated advancement on confirmation in post.

Outcomes from 3 a (ii), 3 c, 3 d, and 3 e above are notified to the University Council and to the Board of Trinity.

#### 4 Definitions

##### 4.1 Research is any or all of the following:

- the discovery, creation or critical development of new facts, ideas, theories or processes that advance knowledge or result in works of artistic accomplishment;
- the integration of the above into new syntheses;
- the application of new discoveries, creations, developments or syntheses to activities outside the University that are in consequence conducted differently;
- the publication or dissemination by other methods of any of the above for the purposes of education or informing a wider public. Publications may include books or chapters of books, journal articles, dramatic productions, conference presentations, reports, software or the development of other artifacts. Other forms of publications may be justified according to the discipline involved.

**4.2 Teaching is:**

- the conversion of knowledge in the relevant discipline or field of study derived from research as defined above into a reciprocal process of education and learning. It may include any or all of the following:
- the introduction of the concepts, methods, and subject matter of the discipline or field of study in a manner which stimulates those taught and enables them to engage with the knowledge in a critical and independent manner appropriate to the level at which they have been taught;
- curriculum design, course management, instruction, assessment, and the creation of a social and academic environment that promotes learning;
- initiation into research by supervision of dissertations or other research projects at the appropriate level.

**4.3 Service to the University includes:**

- administrative and management activities at the level of a discipline, school, centre, faculty, or university-wide committee or working party;
- pastoral role as a University tutor;
- management role such as Head of Discipline or School, Dean or University Officer.

**4.4 Service to the Discipline or Community includes:**

- external examining;
- invited appearances before academic or public audiences;

- organization of workshops, seminars, conferences or other collaborative intellectual activity;
- service to the intellectual infrastructure of the discipline or field of study (editing research journals, conference proceedings, other scholarly publications, or web sites, refereeing submitted materials, etc.);
- contribution to academic and professional bodies;
- contribution to national and international bodies;
- consultancies;
- professional advice to government and public organizations;
- service to the community relevant to the University's mission statement.

Services unrelated to the mission statement of the University shall not be counted. Activities shall not be double counted. Postgraduate supervision shall be included under teaching. Scholarly publications relating to teaching innovation shall be counted as a contribution to research.

## **5. Assistant Professor/Professor: procedure for review during and on completion of probation**

All Assistant Professor appointments shall normally be for a probationary period of four years, but in certain circumstances may be for one year. Senior academic staff shall be appointed with a probationary period of one year.

### **5.1. Assistant Professors appointed for a probationary period of one year**

When an Assistant Professor who has been appointed for a probationary period of one year has completed two full academic terms of the appointment, the following procedure shall apply.

The Assistant Professor will be required to complete the relevant portions of Application Form A. The Head of Discipline will complete the remaining portion which will be shown to the Assistant Professor before being forwarded with the candidate's application to the Head of School for review and endorsement. The Head of School, having countersigned the Head of Discipline's report, will send it with the candidate's application to the Faculty Dean for approval.

The Dean may decide that:

- (a) the appointment be confirmed or
- (b) the appointment be terminated at the end of the third term of the appointment or
- (c) the probationary period be extended for no more than one year during which the review procedure will be repeated.

The decision will be communicated to the Assistant Professor and his/her Head of Discipline in writing. The Dean or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in applying again.

## **5.2 Professors<sup>1</sup>**

When a Professor who has been appointed for a probationary period of one year has completed two full academic terms of the appointment, the following procedure shall apply.

The Professor will be required to complete the relevant portions of Application Form A. The Head of School will complete the remaining portion which will be shown to the Professor before being forwarded with the candidate's application, and input from the Head of Discipline as appropriate, to the Faculty Dean for approval.

The Dean may decide that:

- (a) the appointment be confirmed or
- (b) the appointment be terminated at the end of the third term of the appointment or
- (c) the probationary period be extended for no more than one year during which the review procedure will be repeated.

The decision will be communicated to the Professor and his/her Head of School in writing. The Dean or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in applying again.

## **5.3. Assistant Professor appointed for a probationary period of four<sup>2</sup> years,**

An annual review of progress will be overseen by the Head of School in each of the first two years of appointment.

In year 3, a **Preliminary** Review Panel, convened and chaired by the Head of School<sup>3</sup> will meet to discuss the individual's performance in a more in-depth fashion and complete a formal performance review and evaluation.

Not later than Hilary term in the fourth year of their appointment the Assistant Professor will be required to complete the relevant portions of Application Form A.

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<sup>1</sup> Professors including Associate Professors

<sup>2</sup> For the purpose of determining length of service in the case of probationary appointments of four years, if an appointment is taken up later than 1st January in any year, that portion of the academic year remaining shall not be counted as a year.

<sup>3</sup> The preliminary review panel established by the Head of School will comprise the relevant senior academic staff of the School.

The Head of Discipline will complete the remaining portion which will be shown to the Assistant Professor before being forwarded to a Final Review Panel<sup>4</sup>. During the final term of the probationary contract, the Review Panel will consider the application.

The Review Panel may decide that:

- (a) the appointment be confirmed or
- (b) the appointment be terminated at the end of the final term of the appointment or
- (c) the probationary period be extended for a period of no longer than one year during which the review procedure will be repeated.

The decision of the Panel, will be communicated to the Assistant Professor and his/her Head of Discipline in writing. The Chair of the Panel or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in applying again in the event of a decision to extend the probationary period.

## **6. Criteria**

- 6.1 Assistant Professors appointed on probation are normally at the beginning of their academic careers. They show increasing independence in research and teaching. They are entitled to receive the support of more senior members of staff and they shall not be required to undertake excessive teaching and/or administrative loads. Normally, they will not undertake the duties of Course or Programme Coordinator, nor should they undertake the role of University Tutor. They are entitled to staff development support to develop their professional competencies.
- 6.2 For confirmation of appointment, an Assistant Professor shall demonstrate satisfactory performance in both teaching and research. The Review Panel may take into consideration unusually active contributions to the University, the discipline or the community.

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<sup>4</sup> The Review Panel will be chaired by the Faculty Dean, and will comprise the Head of School, two senior members of the Academic staff of the School (including the Head of Discipline or Senior member of the academic staff within the Discipline in multi disciplinary Schools), a senior Academic from the Faculty and the Faculty HR Adviser

## **7. Accelerated Advancement**

The Review Panel will give preliminary consideration to recommendations for accelerated advancement on the Assistant Professor scale at time of confirmation in appointment. If the Review Panel forms the view that a case for accelerated advancement has been made, by the demonstration of exceptionally distinguished performance, then the Review Panel will refer the application for accelerated advancement to the Junior Academic Progression Committee. The Junior Academic Progression Committee will interview candidates and will bring forward its recommendations for acceleration to the University Council and to the Board. For accelerated advancement, an Assistant Professor shall demonstrate exceptionally distinguished performance in teaching, research, and contributions to the University, the discipline or the community.

Any accelerated advancement awarded shall have effect from 1st October following confirmation in appointment.