

Academic Probation Automated Notifications

Review Type	Type of Notification	When it is to be sent:	Month of employment	Who is sent to:
Academic Probation	Initial Notification	4 weeks after start	Month 1	Employee Head of School School Admin
	Notification	4 weeks before probation is due	Month 8	Employee Head of School School Admin
	Reminder	2 weeks after probation is due	Month 9	Head of School School Admin
	Additional Reminder	4 weeks after probation is due	Month 10	Head of School School Admin
	Final Reminder	6 weeks after probation is due		Head of School School Admin HR Partner
	Escalation	8 weeks after probation is due	Month 11	Dean HR Partner