

Quick Guide on Academic Probations

We encourage you to visit [our website on Probation for Academic Staff](#) for more information on the process and there you will find the [probation policy](#) that may be of assistance to you during the process.

Process

- The **Head of School** (or Head of Discipline) arranges a formal probation review meeting with the staff member by the staff members due date. (9 months from commencing employment)
- In advance of the meeting,
 - the **Academic Staff Member** on probation:
 - Completes their online probation review form via the RSS (please see attached user guide, and detail on preparing application form are available [here](#)),
 - Fills in a self-assessment of the objectives agreed with the Head of School at the start of their appointment (attached).
Note: If the review is for a staff member who did not have objectives set as part of their induction and onboarding at the School level, they should summarise their achievements under each specified area since the start of their appointment
 - The **Head of School (or Head of Discipline)** reviews the completed RSS CV and the self-assessment of the objectives provided by the staff member, fills in their comments and shares them with the staff member
- At the meeting, the Head of School (or Head of Discipline) and the staff member
 - Review performance and progression on objectives
 - Addresses any performance issues, if they arise.
 - The Head of School (Head of Discipline) **makes the decision** whether the staff member was successful or not in their probation review and signs off on the form.
- Following the review meeting
 - the form may be updated if required,
 - the Head of School (Head of Discipline sends to Head of School for final sign off) signs off on their recommendation, and
 - sends to HR Probations at probations@tcd.ie
- HR notes the decision of the Head of School, records the application on the staff members HR record, and notifies the outcome to Council and Board.