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## **Probationary and Review Procedures for Academic Staff**

### **Review of Academic Staff on Probation**

#### **1. Scope**

This policy applies to all staff on the academic grades:

- Professor Of
- Professor In
- Associate Professor
- Assistant Professor

The grade of Professor Of corresponds to the Professor salary scale; Professor In corresponds to the Associate Professor salary scale and Associate Professor corresponds to the Senior Lecturer salary scale.

This policy is applicable to all staff members appointed to these grades, and any staff member successful in a competition within the University where a change in grade is involved. This policy also applies to all contracts of employment i.e. permanent, contracts of indefinite duration, fixed term and specified purpose. This policy does not apply to any staff member that is promoted to a higher grade following a successful application for promotion to a higher grade.

#### **2. Duration of the Probation Period**

The standard probation period is 12 months.

#### **3. Eligibility**

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

- **Assistant Professors<sup>1</sup>**: these normally have been appointed through a competition and where confirmation in their current post is subject to satisfactory completion of a probation period.
- **Senior Academic Appointments**: academic appointments above entry level such as Associate Professor and Professor.

#### **4. Roles and Responsibilities**

Responsibility for the conduct of reviews under the terms of this procedure rest with the Head of School in collaboration with the staff member, who is responsible for:-

- (i) Setting clear goals and objectives for the individual
- (ii) Ongoing review of progress against goals and objectives
- (iii) Decision on whether probation has been successfully passed

The outcome of the probation reivew is notified to the University Council and to the Board of Trinity.

#### **5. Monitoring Performance during Probation Period**

##### **5.1 Induction and Objective Setting**

- It is the responsibility of the Head of School to ensure a new staff member is inducted locally and given the relevant information necessary to enable them to commence work.
- Specific objectives will be set for the new staff member with their Head of School once they have been appointed to the role.

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<sup>1</sup> 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.

- These objectives and criteria for probation should be established within one month of commencement of the post and performance measures will relate to research and scholarship, teaching and contribution to College/Discipline/Society.

## **5.2 Reviewing Performance and Progress**

- While these goals will be reviewed on an ongoing basis, there will be two formal reviews of progress during the probation period. The first one at the end of the individual's first term/semester, the second at the end of the second term/semester.
- The new staff member will be reviewed against;
  - Specific measurable benchmark criteria, established at the commencement of the probation period by agreement with the Head of School.
  - Their competence for the job.
  - Their progress on agreed goals and objectives.

At the end of the 9th month following commencement in post, the Head of School will complete a standard formal report form, in which a formal judgement shall be made about a member of staff's performance against agreed criteria during the preceding 9 months. In preparation for the performance review the Head of School should consult all relevant parties upto and including the Faculty Dean. A recommendation shall be made as to whether or not the completion of the probation should be confirmed. The candidate will be requested to confirm that they have read the aforementioned by signing the report and making any comments.

## **5.3 Probation Assessment**

The new staff member and the Head of School will meet to discuss performance at the end of the 9<sup>th</sup> month. The Head of School may consult with the Head of Discipline, as required. When assessing probationary performance, Assistant Professors will be considered under the following three categories:

- i. Research and Scholarship
- ii. Teaching
- iii. Contribution to College/Discipline/Society

The Head of School will review the performance against agreed goals, and decide if:

- The staff member has met the performance standard, and probation is successful<sup>2</sup>
- The staff member has not met performance standard, therefore probation was not successful

If the probation was successful, the individual will continue in employment until the end date on their current contract.

If the probation was not successful, the Head of School will decide in agreement with the Faculty Dean on the following two options:

- the individual will be given notice and will exit the organisation

or

- the probation period will be extended.

The Faculty Dean may consult with the individual concerned.

The decision will be communicated to the academic staff member by the Head of School in writing and feedback will be provided.

## **6. Extending Probation**

In exceptional circumstances, the University reserves the right to extend the probation period, where it has not been possible to adequately assess the new staff member in the period, due to:-

- Illness;
- Family/Protective leave e.g. maternity leave/carer's leave.

## **7. Accelerated Advancement**

All Assistant Professors who have successfully passed their probation period can apply for accelerated advancement to the Junior Academic Progressions Committee. The Junior

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<sup>2</sup>Assistant Professors on successful completion of probation in their current post, shall be expected to demonstrate satisfactory performance in research and scholarship, teaching and contribution to College/Discipline/Society. The Head of School may take into consideration unusually active contributions to the University, the discipline or the community. This must be agreed at the start of the probationary period with the Head of School.

Academic Progressions Committee meets on an annual basis to review applications. For further information please refer to the Procedures for progression within the Assistant Professor grade.

## 8. Definitions

**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 artefacts. Other forms of publications may be justified according to the discipline involved;
- Publications relating to the conduct of consulting activities;
- Patents and licenses;
- Performances and recitals conducted for research purposes;
- See Appendix 1 for Protocol for Creative Arts Practitioners.

**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.
- Supervising students.

**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;
- mentoring.

**Engagement with 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 resulting in publication;
- professional advice to government and public organizations;
- societal engagement service to the community relevant to the University's mission statement.

Societal engagement 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.

## Appendix 1 – Protocol for Creative Arts Practitioners

Academic colleagues whose primary outputs are Creative Arts must satisfy at least one of the following requirements.

1. Work published, produced, or performed by a significant, internationally recognized body, organization, or institution. For creative writers, this would include major publishing houses for poetry or fiction (e.g. Penguin, Faber, Carcanet, Bloodaxe, etc). For dramatists, this would include plays performed by major theatre companies (egg. the Abbey, Gate, or their international equivalents), or in significant theatre festivals. For film-makers, this would include films given significant international distribution, or shown in major international festivals. For composers, this would include performances of their work in major venues, or in significant festivals, or by significant orchestras or groups, or recordings of their work by significant record companies. The established, international recognition given to the dissemination of the work should be understood as a professional editorial process which is the de facto equivalent of a peer review process.
2. Work which has been widely and positively reviewed in significant journals, magazines, or the national and international press. This would include reviews in appropriate academic journals, where such exist, but also in internationally recognized periodicals or magazines (e.g. the TLS, LRB, or NYRB for writers; Sight and Sound or similar for film-makers; Classical Music or similar for composers; The Stage or similar for dramatists), or in the national and international press. (Reviews in specialist blogs or fan sites would not normally be accepted, but may be considered as evidence of Service, as a form of public engagement.) This category would also include Creative Arts practitioners who are the subject of scholarly or critical scrutiny in their own right – that is, who have been the subject of critical monographs, scholarly articles and essays, or of postgraduate research, or whose work features on secondary school examination syllabi or on university syllabi.
3. A significant body of creative work, plus a significant accompanying body of work demonstrating a critical or reflective process. Either:

- i. Evidence of significant critical or reflective work in the public sphere. This could include the writing of literary or critical essays, cultural journalism, substantial reviewing, regular and significant media work, etc.

Or:

- ii. A formal and substantial, published critical statement accompanying each piece of Creative Arts work, reflecting on its significance, its genesis, its theoretical approach, its formal or ideological purpose, its place in, or against, an established tradition of Creative Arts work, etc. (These kinds of accompanying critical and reflective statements are familiar aspects of most Creative Arts PhDs.) This published reflection could take the form of scholarly articles or critical essays, or of detailed catalogue or programme notes accompanying a performance.