

Probation – Academic Supporting Documents

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Principles

1. This policy only applies to newly appointed staff to the University, both permanent and fixed term, whose terms and conditions of employment state that their appointment is subject to a probationary period.
2. The probation process is designed to confirm the suitability of the new employee to the post they have been appointed to.
3. Certain clauses in this policy relate only to new academic staff and this will be highlighted. This process will not include 're-deployees' who will be dealt with in accordance with the Managing Organisational Restructures Procedure.
4. Because we value diversity and equality highly, we have designed this policy to be fair and inclusive. In putting this policy into practice, we expect all members of the University community to abide by the spirit and detail of the Equality Act 2010 and our policy and strategy for equality, diversity and inclusion.

Appendix A - Glossary of Terms

P&DA	Performance and Development Appraisal
HoS	Head of School
HR	Human Resources
HRA	Human Resources Advisor
G&P	Professional Staff (Grade 4-10)
Line Manager	Refers to the individual with managerial responsibility for the probationer
Probationer	Refers to an individual serving a probationary period for a role to which they are newly appointed
UKPSF	UK Professional Standards Framework
HEA	Higher Education Academy
ILT	Introduction to Learning and Teaching
CPD	Continuing Professional Development
L	Lecturer
SL	Senior Lecturer
AP	Associate Professor
LTEC	Learning and Teaching Enhancement Centre
KAPS	Kingston Academic Practice Standards
HESA	This is the statistical agency who compiles annual returns
HEA	The Academy is the awarding body for the UK Professional Standards Framework (UKPSF). It should be noted they do not "own" the standards these were agreed among several HE institutions including HEFCE
UKPSF	Supports professional development of employees engaged in teaching and supporting learning.
KAPS	Kingston Academic Practice Standards. Kingston is accredited by the HEA as an awarding body for UKPSF Fellowships, through The Kingston Academic Practice Standards (KAPS) framework.
Academic Role Profiles	There is a role profile for Lecturer, Senior Lecturer, and Associate Professors are available on StaffSpace. The role profiles reference when and what UKPSF standard is required for the role.
Domains	Within the role profiles a distinction is made to identify what the primarily focus is – the domain. More information relating to Domains can be found on StaffSpace.
AP	Associate Professor

Appendix B – Summary of Probation Structure

	Research	Academic/ Senior Leaders	Academics Required to compete the ILT and UKPSF programme
Length of Probation Period	6 months	12 months	18 months
Objectives set for Probation Period	By end of the first month		
1-2-1 Meetings	Monthly		
Formal Review recorded on Unified *additional reviews may take place if required	3 months	6 months	6 months
Final Review and Recommendation recorded on Unified	5 months Note: if there are performance issues a meeting should take place at least 6 weeks prior to the end of probation (if not earlier).	11 months Note: if there are performance issues a meeting should take place at least 8 weeks prior to the end of probation (if not earlier)	17 months Note: if there are performance issues a meeting should take place at least 8 weeks prior to the end of probation (if not earlier)

Appendix C – Summary of Requirements for Academic Probation

Academic Role Profile	Minimum level of HEA recognition required by the end of probation	Teaching Observations by end of probation	CPD
Lecturer or Senior Lecturer with less than 3 years' teaching experience	Obtain relevant UKPSF via ILT route	Two observations, one being undertaken jointly with LTEC as part of the summative assessment for ILT, the other undertaken by a Senior Faculty Member	Maintain annotated CPD record
Lecturer or Senior Lecturer with more than 3 years' teaching experience	Obtain relevant UKPSF via KAPS route	Two observations both undertaken by a senior faculty member	
Associate Professor Professor	Obtain relevant UKPSF via KAPS route		