Academic Probation Process for Lecturers – HoD Guide

**Step 1**
Identify the Probation Period – any variations to be agreed with the Dean and VC/DVC

**Step 2**
Within 1 month of employment complete the Probationary Agreement

**Step 3**
Undertake reviews with the Probationer at 6 and 12 months and thereafter annually

**Step 4**
3 months before the end of the Probation period undertake a final review with the Probationer

**Step 5**
HR submit recommendations to the Academic Probation Sub-Committee: Pass, Fail or Extend

**Complete the relevant section of Probationary Agreement form - copy to Probationer**

**Use Probationary Agreement Form if probation period is 3 year + - Copy to Nick Thoume in HR (for upload to Core MyHR Portal) and Probationer**

**Complete the Probationary Agreement ensuring it evidences probationer performance. Submit electronically to Faculty Dean for sign-off, then email to promotions@lancaster.ac.uk before the end of probation.**

**HR submit recommendations to the Academic Probation Sub-Committee:** Pass, Fail or Extend

**Any concerns of performance or conduct to be raised with the Probationer and the HR Partner**

See section 2.2 of the Probation Policy