

Process of probation for academic staff:

- Towards end of first year of employment, HR Generalist I writes to HoD to ask for first probation report. The HoD is asked to comment on interalia staff member's contributions in areas of teaching, research, administration as well as progress made against meeting probation conditions of employment
- HoD is required to share report with staff member who can write own comments in response to this report. Where it is clear that there are differences of opinion and these need to be pursued, the Dean of the Faculty will address this with the HoD in the first instance. The staff member may also approach the Dean
- Report is signed off by Dean and then sent to HR Academic Operations Office for onward transmission to Deputy Vice-Chancellor: Academic and Student Affairs and/or Vice-Chancellor. Once signed, it is returned to the HR Generalist I who advises the HoD and staff member of any comments or concerns. Please note that the time from when the HoD sends the report to the Dean to when HR Academic Operations Office receives this back from the DVC or VC can take up to six weeks. HoDs or staff members who are concerned that they have not had any feedback, can contact the HR Academic Operations Office.
- Towards end of second year of employment, the HR Generalist I calls for the second probation report. Process is as per that described above
- Towards the end of the third year of employment, the HR Generalist I calls for final probation report. Once the report is signed by the relevant authorities, it is then tabled at Senate and Council for approval of the recommendation made by the HoD. Only then will the HR Generalist I advise the staff member of the outcome of the recommendation. Staff or HoDs are advised to refer to the University calendar to establish when Senate and Council are meeting. The HR Academic Operations Office endeavours to get letters regarding confirmation of appointment to staff within 5 working days after Council has met.
- The recommendation made by the HoD may be to
 - (i) confirm appointment;
 - (ii) terminate appointment. In this case the matter will be referred to a special sub-committee of Senate who shall sit to consider this matter before making a final decision; and
 - (iii) extend the probation period. The latter is acceptable only in circumstances where it is highly likely that the individual's appointment will be confirmed but more time is needed to meet the requirements of the job (this should not normally exceed 6 months) or where it is clear that the HoD has not managed any performance problems during the probation period.

No confirmation of appointment will take place unless all probationary requirements (as per the conditions of employment) are met.