1. The probationary period is stated in the letter of appointment and is normally two years duration.

2. The aim of probation is to ensure that high standards are established and maintained in the University and that help and encouragement are given to probationers by their more experienced colleagues. The Head of School/Budget Centre may nominate a mentor who will give advice and assistance to the probationer. Probationary staff will be encouraged by their Head of School/Budget Centre to participate in appropriate training activities.

3. The Head of School/Budget Centre may specify in writing targets of achievement or standards of performance to be met as conditions of satisfactory completion of the probationary period. Such conditions should be specified in writing to the probationer on appointment.

4. The Head of School/Budget Centre should provide for the probationer an annual written progress report, usually as part of his/her appraisal and will discuss progress with the probationer whenever appropriate.

5. If, during the probationary period, the probationer's level of performance falls below that expected, the Head of School/Budget Centre should meet with probationer in the presence of the direct supervisor with the intention of helping the probationer to improve performance. A record of any such meeting should be kept. It may be helpful to set or revise targets of performance: these should be recorded and a copy given to the probationer.

6. Two months before the probationary period is due to expire, the Head of School/Budget Centre will have reviewed the probationer's progress and sent a final probationary report to Personnel Services, recommending whether the probationer's appointment be confirmed, extended (normally for one year) or terminated. Where written targets have been set, these will be addressed in the final probationary report. The Head of School/Budget Centre will make known to the probationer the nature of the recommendation.

7. If the recommendation is that the probationary period be extended or that the appointment be terminated, a copy of the report will be sent to the probationer who will be given the opportunity to make representations either in person or in writing or both before a decision is reached. This is not an appeal mechanism but a means of ensuring that the University is in possession of all of the relevant facts of the case before reaching its decision. If representations are made in person, the probationer may be accompanied by a friend, who may be a trades union representative and the Head of School/Budget Centre (or the Head's nominee) will be required to represent the case for the School/Budget Centre. The case will be heard by a panel of senior members of the University from outside the School/Budget Centre concerned.

8. The decision of the University will be notified to the probationer and the Head of School/Budget Centre in writing.

9. There will be no right of appeal against a decision to extend a probationary period.

10. A probationary period may not be extended more than twice.

11. An appeal against a decision to terminate an appointment within or at the end of the probationary period will be considered according to the procedure set out in the conditions of employment.