

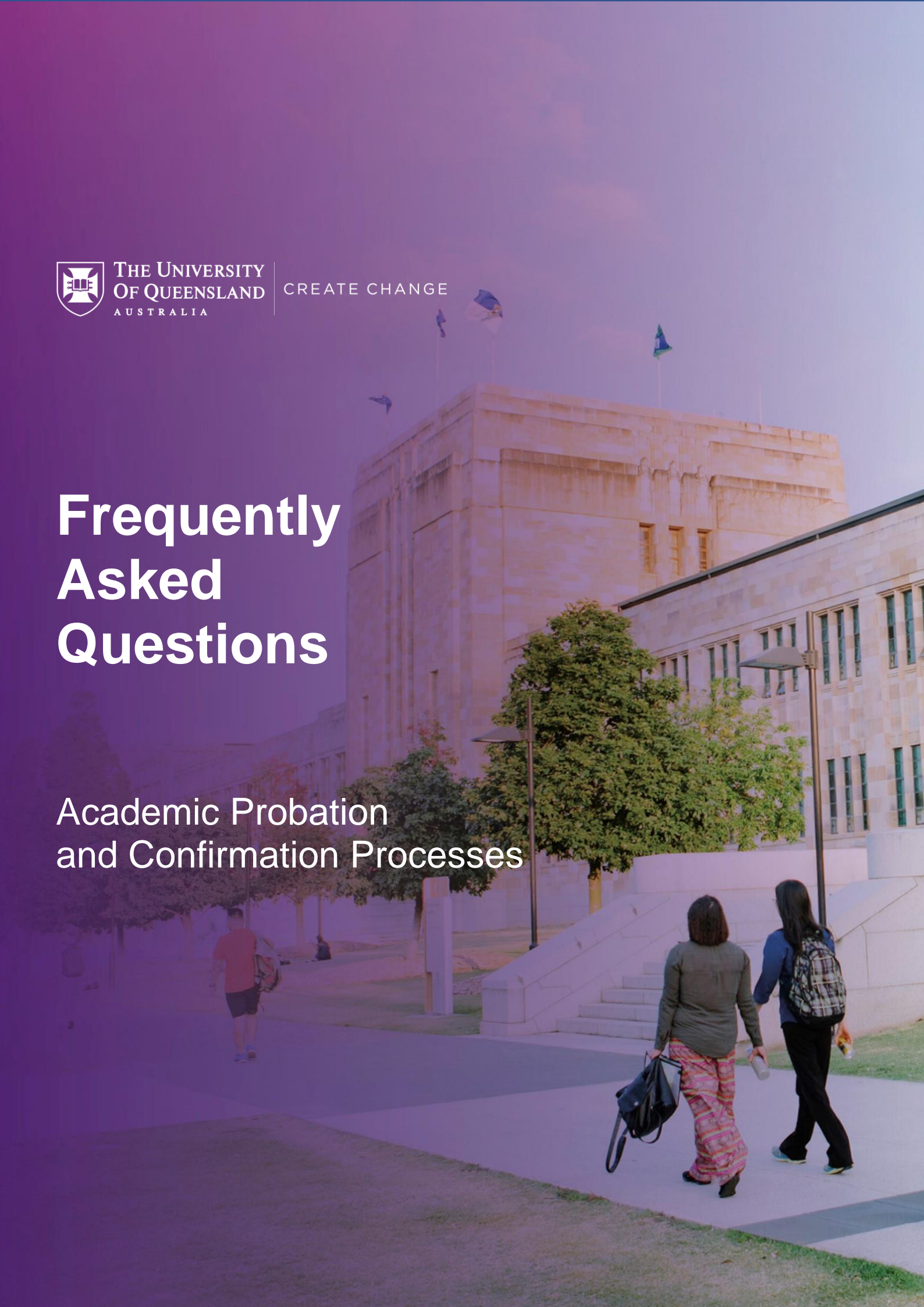


THE UNIVERSITY  
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# Frequently Asked Questions

## Academic Probation and Confirmation Processes



# Frequently Asked Questions

## What happens during the Academic Confirmation process?

As noted on the Probation page, Continuing Academic staff going through probation will undertake two reviews, a Mid-Term Review and a Final Review. These reviews are intended to assess your achievement against the Criteria for Academic Performance.

### What's involved?

Both the Mid-Term and Final Review require you to complete a Mid-Term Review or Final Review Application Form that will be released to you at the relevant time. This will involve you reflecting on your performance against the against the Criteria for Academic Performance.

You will receive an email from once this form is available for to complete in Workday. As part of the submission process, you will also need to review your [Individual Activity Profile](#) to ensure it is up to date with all the relevant information as the Committee will be given direct access to this when reviewing your application.

### When will I be notified?

You will generally be notified of your upcoming Mid-Term between 12 and 15 months after commencement of the probation period. While you will typically be notified of your Final Review process 6 - 10 months prior to the end of your probation date. If you are due for Mid-Term Review or Final Review notification and have not heard anything, please contact the relevant team as outline on the last page of this document.

## Do I still need to complete the Annual Performance and Development (APD) process while on probation?

Yes, academics staff on probation area still required to complete the APD process in line with the relevant timelines and procedures.

Further information about the APD can be found on the [Academic APD process page](#).

## Can I apply for promotion while on probation?

If you would like to apply for promotion during your probation, you should make sure that you meet the eligibility criteria noted in the [Promotion of Academic Staff procedures](#).

Where a Level A academic is on probation and is successful in gaining promotion to Level B, confirmation of continuing appointment will be considered against the academic criteria for Level B. Confirmation of continuing appointment will be determined by the relevant LCPC in accordance with the standard final review process.

Level B – D staff on probation who make a successful application for promotion, will also be considered by the relevant Committee for early confirmation of continuing appointment, if they have been employed by the University for two years or more at the time of the promotion submission date.

Further information about Promotion can be found on the [Academic Promotion page](#).

## I am going on extended leave/secondment, what happens to my probation?

If you'll be going on extended leave or secondment and think that you may be unable to meet the criteria because of it, you may request that your probation period be placed in abeyance, or on pause, for the period of your absence.

Alternatively, the relevant Committee Chair on recommendation from the supervisor may place the probation period in abeyance if you're unable to lodge a request.

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Probation in Abeyance will not be used in circumstances where the absence is less than 12 weeks. In cases of leave, you'll need to contact your local HR Client Partnering team to confirm your revised probation end date on your return.

## How do extensions work?

In exceptional circumstances, you can request an extension of your probation period of one or two years. Applications are generally only accepted between your Mid-Term and Final Review. Only one extension to the probation period is permitted.

You'll need to apply in writing to your Head/Director prior to the Final Review, with a clear articulation of both the exceptional circumstances relevant to the request and the duration of the probation extension sought.

The Head/Director will consider the submission and provide a written recommendation for consideration by the relevant Committee Chair. Alternatively, the Committee may extend the probation period for one or two years as an outcome of the Final Review process.

More information can be found within the [Probation and Confirmation of Continuing Appointment \(Academic Staff \) procedure](#).

## Can I see the comments and ratings my Head/Director has made on Mid-Term Review or Final Review Application Form?

Yes, once your Head/Director (and the Executive Dean input for Level Es) has completed their comments and ratings you the application will be directed to you to complete an acknowledgement step. You will also have the opportunity to respond to any comments made in the application by the Head/Director during this step, any comments you make will be visible to the relevant panel when reviewing your application.



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