

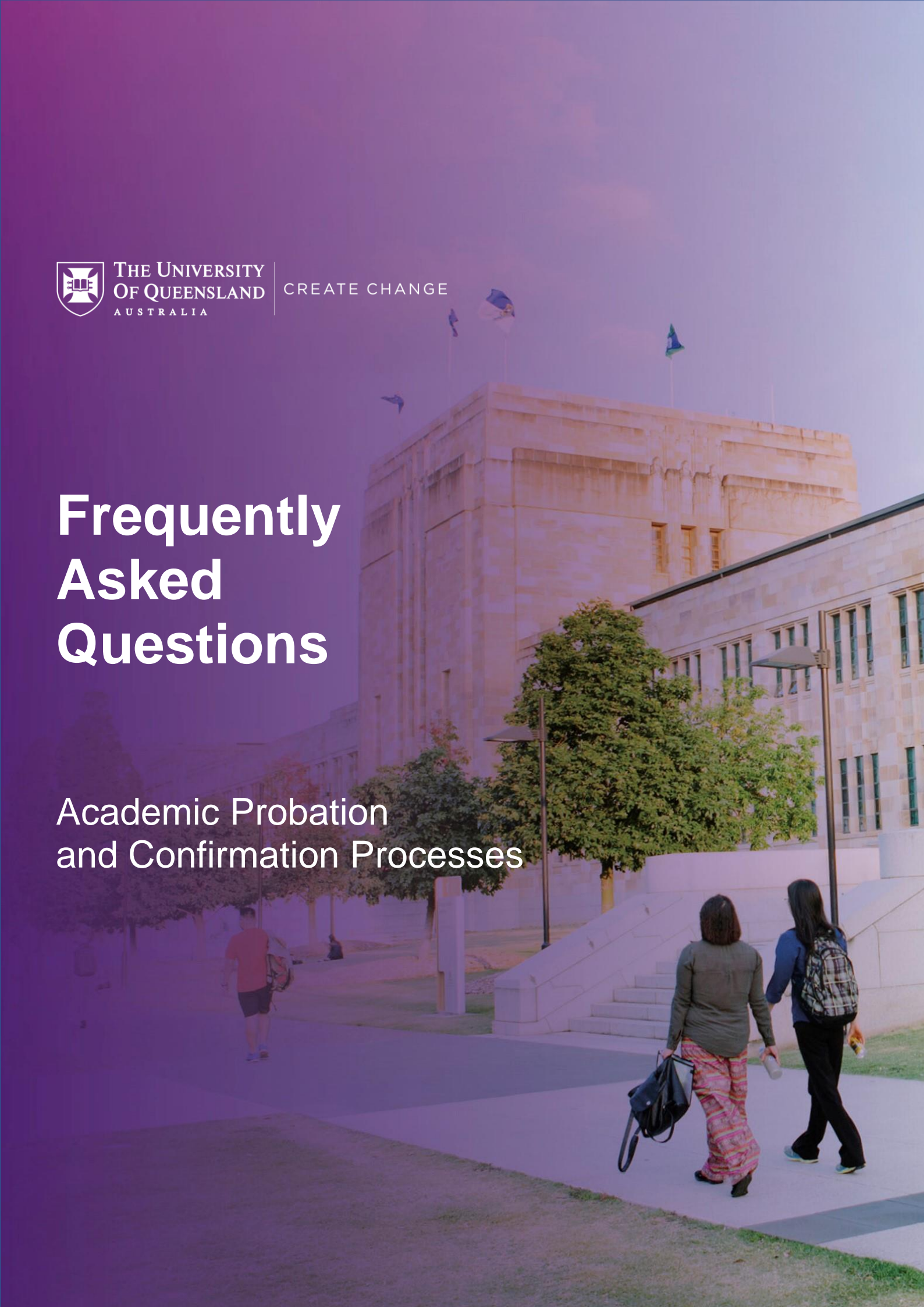


THE UNIVERSITY
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Frequently Asked Questions

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 your Annual Performance and Development (APD) process at the notified time. This is different from the standard APD cycle commencing in October of each year. For more information on the APD and additional resources, visit the [APD website](#).

The review period for your APD will be your confirmation period thus far, i.e., you should consider achievements across your whole probation period.

What other forms or documents need to be completed?

Aside from your APD process, your Head/Director will meet with you and complete an assessment of your achievement against the [Criteria for Academic Performance](#). When completing this assessment for your Final Review, your Head/Director will also provide a confirmation recommendation. In the case of Professorial/Level E Confirmation, the Executive Dean will complete this report.

Once your APD and Head/Director report are finalised, Mid-Term Review applications are accepted as completed. Final Review applicants will need to also complete the cover letter task in their Workday Inbox. Once this cover letter task is submitted, your Final Review application is accepted as completed.

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.

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.



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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](#).

Who should I contact if I have questions?

Confirmation processes for staff members appointed to Academic Levels A to D have their processes managed by the relevant Faculty HR Client Partnering team. Confirmation processes for Professorial (Level E) staff are managed by the Central CAP team. Contact details for these teams are available on the last page of this document.



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