**(TO BE ISSUED WITH DEAN’S WELCOME LETTER SUBSEQUENT TO ISSUE OF CONTRACT)**

**YOUR SCHEDULE OF APPOINTMENTS**

**Initial Meeting with your Academic Line Manager (name)**

Within the first week of arrival you and your academic line manager will meet to discuss the draft objectives you were sent, make any necessary adjustments and agree a training and development plan. Your academic line manager will discuss this with the Dean and seek their approval. The meeting is arranged for:

……………………………………………………………………………………………………………………..

**Initial Meeting with your Mentor (name)**

You will find your mentor a great source of advice and support throughout your probationary period. You should aim to meet with your mentor regularly, by planning meetings and/or requesting meetings with them on an ad-hoc basis. To start with, your first meeting has been arranged during your first week for:

………………………………………………………………………………………………………………

**Meeting with your Dean**

It is important that you understand the University Vision, the School Strategy and the Transformation Agenda which is in progress at present. A meeting with your Dean has been arranged during your first two weeks to take place at:

…………………………………………………………………………………………………………………….

**Future Meetings**

You should have at least three meetings with your academic line manager in addition to discussions and updates with them throughout the year. Three meetings have been scheduled (below) and you are at liberty to ask to meet with your academic line manager at any time.

**Scheduled meetings with your academic line manager:**

**…………………………………………**

**…………………………………………**

**…………………………………………**

Should any of these meeting be inconvenient you should contact the School Office to rearrange.