**UNIVERSITY OF DUNDEE**

**ANNUAL PROBATIONARY REVIEW PROGRESS REPORT**

**Name** Click or tap here to enter text.**School** Choose an item.

**Objectives for period: From** Click or tap to enter a date. **To** Click or tap to enter a date.

**Probation Year** Choose an item. **Probation ends** Click or tap to enter a date.

**Academic Pathway** Choose an item.

**Tick to confirm EDI, H&S and ISAT modules have been completed:**

*If the mandatory EDI, H&S and ISAT modules have not been completed, the probation paperwork will not be presented to the Probation Committee and therefore the probationer will not be confirmed as on track for that year or confirmed in probation****,*** *if this is final year. Once the modules have been completed, the probation paperwork will be submitted to the next Probation Committee for consideration.*

**Guidance**

* Form to be completed by the academic line manager up to and including section 6.
* Sections 7 and 8 are to be completed by the Dean.
* Section 9 is to be completed by the probationer.

1. **CURRICULUM VITAE**

CV attached Choose an item.

If No, what are the arrangements for submitting the CV?

1. **TRAINING AND DEVELOPMENT**
2. Details of the probationer’s training and development, with reference to the Training and Development plan (FORM 1), and explain how this has supported their academic activities. (250-word limit)
3. Has the probationer completed the University’s ISAT, H&S and Equality and Diversity modules? Choose an item.

*Please note that if the mandatory modules have not been completed by the time the probation paperwork is presented at Probation Committee, the probationer will not be confirmed as on track for that year or confirmed in probation, if this final year, until the mandatory modules are completed.*

If No, give reason:

1. Detail the progress made with Associate Module of PGCAPHE or medical equivalent? (150-word limit)
2. **REVIEW OF OBJECTIVES**

Comment fully on the probationer’s progress against each objective (FORM 1), noting achievements, successes, barriers to success and shortfalls to give fair, balanced and true depiction of the probationer’s overall performance and relating progress to the relevant sections of the Criteria for Completion of Probation.

Your comments should be evidence-based using peer review and student evaluation as evidence of teaching quality and setting out any high-quality outputs by subject level, drawing on information from the Annual Research Review as appropriate. Importantly it should be made clear what outputs have been produced while employed at University of Dundee.

(250-word limit in each section)

**Teaching:**

**Scholarship (if appropriate):**

**Research (if appropriate):**

**Contribution to School and University:**

1. **DEVELOPMENT NEEDS**

If probation will continue, indicate the areas of development from which the probationer would benefit. (150-word limit)

1. **MENTORING AND SUPPORT**
2. Indicate any areas of specific mentoring and/or support to be provided in the forthcoming year and state reasons. (150-word limit)
3. **PROGRESS**

Against the Criteria for Completion of Probation, the probationer is:

* + On track/making expected progress Choose an item.
  + Making exceptional progress Choose an item.
  + Cause for concern Choose an item.

Comments: (250-word limit)

1. **FINAL REPORT (to be completed by the Dean)**

On the final report (Year 3, final or extended year), the Dean should make a clear recommendation on the successful completion, or not, of probation. For Grade 7 probationary Lecturers the Dean is also making a recommendation in relation to progression to Grade 8.

If not recommending confirmation of appointment the Dean should attach the Pre-hearing recommendation which was chaired by a Dean.

**7.1 Recommendation**

* Confirm appointment Choose an item.
* Recommend against appointment
  + Pre-hearing

recommendation attached Choose an item.

**7.2 Summary of Performance**

The Dean should provide a holistic summary of the probationer’s performance highlighting any relevant points, including for Grade 7 probationers, suitability for progression to Grade 8. (250-word limit)

1. **CONFIRMATION**

A copy of the probationary documentation has been provided to the probationer. Choose an item.

If No, please explain:

1. **PROBATIONARY LECTURER’S COMMENTS**

(250-word limit)

**Academic Line Manager’s Signature Date**Click or tap to enter a date.

**Dean’s Signature Date**Click or tap to enter a date.

**Probationary Lecturer’s Signature Date**Click or tap to enter a date.