

Appendix A

Guidance for Heads of School for recommendations concerning RCUK Fellows

Heads of School are reminded that part of the RCUK contract requires that RCUK Fellows undertake a 3 year probationary period during their five year contract prior to taking up a Lectureship appointment. RCUK Fellows should be assessed against the criteria listed below.

There are two sets of conditions which should be involved in any decision to confirm an appointment, or to make recommendations to the contrary.

1. For a person to be offered confirmation of appointment following a period of probation, the University shall be satisfied that, having regard to experience and the opportunities that have been offered, the person
 - (a) has satisfactorily engaged in the teaching of prescribed courses and the supervisory and tutorial work that have been assigned;

NB. A decision was taken by Senate on 16 June 1999 that under the arrangements for Student Evaluation of Teaching: "For confirmation of probation – during probation, at least one-quarter of an individual's teaching should be evaluated by students each session".
 - (b) has satisfactorily engaged in research towards the advancement of his or her subject;
 - (c) has conscientiously carried out such examining duties and satisfactorily performed such administrative duties as have been required;
 - (d) shows promise by his or her work and enterprise of continuing to develop as a university teacher and a scholar;
 - (e) has completed their prescribed initial training, normally 30 credits of the Postgraduate Certificate in Higher Education for non-clinical staff and 15 credits for clinical staff.
2. Secondly, some forms of behaviour, and they are very exceptional, may seriously harm the capability, good order or morale of a school, faculty or even a university. For example, a person may be persistently unco-operative, or careless or may deliberately make serious breaches on matters of confidentiality. Such behaviour, if proved, may be a proper reason for not confirming a probationary appointment.

The Salary Review Committee requires a report under the headings in 1. and 2. above about:

- (i) any RCUK Fellow who is recommended as making satisfactory progress at the end of year one of the prescribed probationary period,

and

(ii) any RCUK Fellow who is recommended as making satisfactory progress at the end of year two of the prescribed probationary period,

and

(iii) any RCUK Fellow who is recommended for confirmation who will have satisfactorily completed the prescribed probationary period in 2012,

and

(iv) any RCUK Fellow who is recommended as **not** making satisfactory progress, or there appears to be some inadequacies towards completion of the prescribed probationary period,

and

(v) any RCUK Fellow recommended as **not** having satisfactorily completed the prescribed probationary period in 2012 and that their probationary contract should **end**.

In the cases of categories (iv) and (v) above Heads of School must submit the RCUK Fellow's CV, along with the relevant Head's comments and any correspondence with the RCUK Fellow regarding any inadequacies or concerns.

January 2012