# Researcher probation plan

When completing this plan, refer to the [probation policy and procedure](https://www.york.ac.uk/admin/hr/policies/new-starters/probation-policy/) along with the job description/person specification for the role

### Researcher’s details

|  |  |
| --- | --- |
| **Title and full name** |  |
| **Department / section** |  |
| **Head of Department** |  |
| **Line Manager** |  |
| **Date of appointment** |  |
| **Interim review date** |  |
| **Final review date** |  |

## Section 1 – Objectives for the first 6 months

The Line Manager should, in discussion with the individual, set objectives - including timescales for their achievement - for the Researcher’s first 6 months

### Research objectives (with timescales) for the first 6 months

|  |
| --- |
|  |

### Academic Citizenship\*

|  |
| --- |
|  |

## Section 2 – Development plan

**To support the Researcher in achieving these objectives the Line Manager should:**

* identify any training and development needs
* specify how and when these needs will be addressed

|  |
| --- |
|  |

## Section 3 – Interim (6 month) review

### Part A

**The Researcher should comment on the achievement of their objectives at 6 months**

|  |
| --- |
|  |

### Part B

The Line Manager should provide an explicit and clear summary of the Researcher’s performance. This should include a clear statement as to whether the expectations of the role have been met taking into account any personal circumstances and/or any department or University circumstances outside of the control of the Researcher

**Review of achievement against research objectives**

|  |
| --- |
|  |

**Review of Academic Citizenship**

|  |
| --- |
|  |

**Line Manager’s summary**

|  |
| --- |
|  |

**Are there any particular areas of concern? If so, detail them here**

|  |
| --- |
|  |

**Are there any other comments you wish to make?**

|  |
| --- |
|  |

## Section 4 – Objectives for the period to 11 months service

The Line Manager should, in discussion with the individual, set objectives - including timescales for their achievement - for the period to 11 months

### Research objectives (with timescales) for the period to 11 months

|  |
| --- |
|  |

### Academic Citizenship

|  |
| --- |
|  |

## Section 5 – Development plan

**To support the Researcher in achieving these objectives the Line Manager should:**

* identify any training and development needs
* specify how and when these needs will be addressed

|  |
| --- |
|  |

## Section 6 – Final (11 month) review

### Part A

**The Researcher should comment on the achievement of their objectives at 11 months**

|  |
| --- |
|  |

The Line Manager should provide an explicit and clear summary of the Researcher’s performance. This should include a clear statement as to whether the expectations of the role have been met taking into account any personal circumstances and/or any department or University circumstances outside of the control of the Researcher

**Review of achievement against research objectives**

|  |
| --- |
|  |

**Review of Academic Citizenship**

|  |
| --- |
|  |

**Line Manager’s summary**

|  |
| --- |
|  |

**Are there any particular areas of concern? If so, detail them here**

|  |
| --- |
|  |

**Are there any other comments you wish to make?**

|  |
| --- |
|  |

## Section 7 – Confirmation in Post, Extension of Appointment or Non-Confirmation in Post

|  |
| --- |
| **Is the employee’s appointment to be confirmed?** Yes No |
| If NO, please provide reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period |
| **Should the employee’s probationary period be extended?** Yes No |
| If YES, provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored |
| **Length of extension (up to 3 months):**  |
| **New Probation Period completion date**: |

## \*Academic Citizenship

Academic citizenship covers activities additional to ‘normal’ teaching and research. It encompasses a broad range of externally and internally focused contributions and is defined as engagement with those elements of university life that enable the smooth and collegial operation of the institution. While due account will be taken of the different requirements of specialist contracts, all members of staff are expected to demonstrate good citizenship, the norm for which will include such areas as:

* attendance at and informed contribution to committees and staff meetings
* attention to deadlines (whether for marking or for research applications or for consultations)
* where included in role, assiduous performance of duties as personal supervisor to students and mentor to junior staff
* involvement in positive promotion of the University through public engagement activities and/or open days
* **e**ffective representation of colleagues, for example as trade union representative
* willingness to volunteer for one-off duties

## Section 8 Confirmation of review

|  |  |
| --- | --- |
| **Employee signature** |  |
| **Line Manager signature** |  |
| **Date** |  |