**Before you start,** please note that this form is intended to be completed by Lecturers with a specialism in teaching and undertaking a one year probation period. For Lecturers with a teaching and research specialism and on a three year probation period, please use ‘Form 1’ found here: <https://www.bath.ac.uk/publications/probationary-lecturer-review-form/>

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full Name |  |
| Department |  |
| Head of Department/Division |  |
| Mentor |  |
| Date of appointment |  |
| End of contract date *(if fixed term)* |  |
| FTE *(Full Time Equivalent)*  |  |
| Previous appointments *(with dates)* |  |
| Qualifications *(with dates)* including teaching qualifications and HEA fellowship |  |
| Period under review *( mid-review or final review)* |  |
| Any significant work related issues or periods of absence during probationary review period  |  |

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| --- |
| **Guidance** This form should be completed with reference to the Career Progression Framework document**Checklist – Before you start**Your completed probationary report should include the following:* at least one report of an observation of your teaching in the standard probation format. **For the final probationary review this should be carried out by a senior observer external to the home department.**
* Complete student unit evaluation feedback for each unit taught. If online unit evaluation feedback is not yet available, alternative student feedback should be sought and provided.
* any other reports on teaching effectiveness from other colleagues
* Your mentor may submit a report outlining the mentoring and support arrangements put in place. This should not include a recommendation to the Committee. It is not compulsory to include a report from your mentor.
* The supporting documentation should be provided as appendices complete with contents list.

**There is further guidance included throughout the form to help you however, please ensure all guidance in red is removed from the form before submitting the final version to HR.** |

**TEACHING**

**TEACHING ACTIVITY**

Please provide details of your teaching activity for **each year** of probation.

**Undergraduate/taught postgraduate units**

**Guidance**

For the units listed below please provide evidence of evaluation of your teaching. This should include:

**1. Student feedback**

* Complete student unit evaluation feedback should be provided for **each** unit that you have taught during the period under review including full student comments
* The names of other colleagues who have taught on the unit should be redacted from both the scores table *and* student comments.
* Online unit evaluation feedback from SAMIS should include **your name** and **your individual score** for the question *‘please rate the quality of teaching this unit’*
* Online unit evaluation feedback from SAMIS should be provided in PDF format.
* Where online unit evaluation feedback from SAMIS is not yet available, alternative student feedback should be sought and provided.

**2. Peer Observation**

* At least one report of an observation of your teaching in the **standard probation format** undertaken by a colleague within your department.
* For your final probation review the teaching observation should be completed by an independent senior observer **external** to the home department for any of the units above.
* It is your responsibility to organise observations of your teaching, however, Academic Staff Development can help you organise this
* The standard probation teaching observation form can be found at: <https://www.bath.ac.uk/guides/teaching-observations-for-probation/>

|  |  |
| --- | --- |
| Academic Year |  |
| Unit code and title |  |
| Type of activity (e.g. lecture/problem class/seminar/tutorial) | Number (of lectures/problem classes etc.) | Number of students | Contact time (hours) and % of unit taught by you | Online unit evaluation from SAMIS attached? *(delete as appropriate)* |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |

|  |  |
| --- | --- |
| Academic Year |  |
| Unit code and title |  |
| Type of activity (e.g. lecture/problem class/seminar/tutorial) | Number (of lectures/problem classes etc.) | Number of students | Contact time (hours) and % of unit taught by you | Online unit evaluation from SAMIS attached? *(delete as appropriate)* |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |

|  |  |
| --- | --- |
| Academic Year |  |
| Unit code and title |  |
| Type of activity (e.g. lecture/problem class/seminar/tutorial) | Number (of lectures/problem classes etc.) | Number of students | Contact time (hours) and % of unit taught by you | Online unit evaluation from SAMIS attached? *(delete as appropriate)* |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |

*Please repeat this information in the format above for* ***each*** *unit*

**Other teaching related activity**

|  |  |  |
| --- | --- | --- |
| Activity  | Detail | Period |
|  |  |  |
|  |  |  |
|  |  |  |

**REFLECTION ON TEACHING**

Please reflect on your teaching including what went well and areas for improvement. Describe any changes you will make generally or in relation to specific units, taking account of the feedback received (maximum 500 words).

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Please provide details on your progress with the Pathway to HEA Fellowship or if any exemption has been granted (maximum 250 words).

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**HEAD OF DEPARTMENT/DIVISION ASSESSMENT**

**To be completed by Head of Department/Division**

Please comment on the teaching load allocated to the probationary lecturer in terms of undergraduate and postgraduate teaching. Please also provide an assessment of the effectiveness of the teaching duties undertaken and comment on the student feedback and observation of teaching.

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**ADMINISTRATION AND MANAGEMENT**

**ADMINISTRATIVE AND MANAGEMENT ACTIVITY**

Please outline any administrative or management duties or roles assigned to you and/or any further contributions you have made to the Department/School.

|  |  |
| --- | --- |
| Duty/role/activity | Hours spent per annum |
|  |  |
|  |  |
|  |  |

**REFLECTION ON ADMINISTRATIVE AND MANAGEMENT ACTIVITY**

If you wish to comment on your administrative and management activity, please do so in the space provided below (maximum 250 words).

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**HEAD OF DEPARTMENT/DIVISION ASSESSMENT**

**To be completed by Head of Department/Division**

Please comment on the administration and management tasks which have been assigned to the probationary lecturer and how they have been performed.

|  |
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|  |

**PERFORMANCE AGAINST OBJECTIVES**

Please list below your objectives for the current probationary period under review and provide details of progress against them.

|  |  |  |
| --- | --- | --- |
| **OBJECTIVE** | **SUCCESS CRITERIA** | **PROGRESS** |
| Teaching |  |  |
|  |  |  |
| Administration/management |  |  |
|  |  |  |

**HEAD OF DEPARTMENT/DIVISION ASSESSMENT**

**To be completed by Head of Department/Division**

Please comment on the probationary lecturer’s performance against their objectives for the period under review. Please specify if any objectives need to be revised.

|  |
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**ANY OTHER COMMENTS AND RECOMMENDATION**

**COMMENTS OF THE HEAD OF DEPARTMENT/DIVISION**

**To be completed by Head of Department/Division**

In this section, please include your overall recommendation and an outline of the induction and support provided for the probationary lecturer.

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|  |

*If completed by a nominated deputy, please specify.*

**COMMENTS OF THE DEAN OF FACULTY/SCHOOL**

**To be completed by the Dean**

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|  |

**COMMENTS BY PROBATIONARY LECTURER**

**To be completed by the Probationary Lecturer**

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|  |

**Next steps**

Please refer to the guidance at the beginning of this form to check you have included all necessary documentation before submitting the final version to HR.

Once you’re confident you have included all the information required, it should be submitted to HR via

hr-academic-staff-committee@bath.ac.uk

On submission, reports and supporting documentation will be checked for completeness. Any reports found to have information missing will be returned to you and your Head of Department/Division for amendment.

Details of what happens next can be found at – [Academic probation (bath.ac.uk)](https://www.bath.ac.uk/guides/academic-probation/)

This version updated by HR: September 2020