**Front Sheet**

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| Name |  |
| Department/Group |  |
| Name of Head of Department/Group |  |
| Start Date at the University of Bath |  |
| End of Contract Date (if fixed term) |  |
| Contract type: Lecturer/Teaching Fellow |  |
| Employment Status: full-time / part-time\* / maternity cover / other (please specify):  \* If part-time please specify %FTE or number of hours per week: |  |

The University of Bath’s probationary period aims to provide early career Lecturers and Teaching Fellows the support required to establish themselves as researchers/teachers in higher education. If you already have extensive relevant experience in research and/or teaching in higher education (normally more than 5 years full-time equivalent) or have completed a comparable probation in a comparable institution you may, at the University's discretion, be granted exemption from the requirement to undertake probationary service.

The information provided on this form, relating to your prior experience and University of Bath role, will enable the Exemption Panel to consider your exemption application.

**Please complete either (a) OR (b):**

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| **a) Claiming a comparable probation** completed elsewhere: please specify the name of the institution at which this probation was completed, with dates commenced and completed:  Institution Name:  Date probation commenced:  Date probation completed:  *Please attach any documentary evidence of successful completion (e.g. letter from previous Head of Department or HR).*  **Now go to Part I** | |
| **b) Extensive relevant experience** *(normally more than 5 years full-time equivalent)*: Please tick or type ‘yes’ in the box  **Now go to Part I** |  |

**Part I** - Prior Experience (*completed by the applicant*): the purpose of this part of the form is to ascertain the range of prior research and teaching (achieved through a comparable probation or extensive experience) to ensure it is equivalent to that expected at the end of the University of Bath probation.

**Part II** – University of Bath Role & Objectives (completed by the Head of Department/Group and Dean): this part focuses on the applicant’s teaching responsibilities to consider whether they are commensurate with their past experience. This information will be used to inform the Bath Course exemption decision.

**Part III** – Bath Course exemption (completed by the Head of Learning & Teaching): this part records the decision of the Bath Course exemption group and will be considered, alongside the other evidence, in the claim for exemption from probation.

**Part I: Prior experience *(To be completed by the applicant)***

To ascertain the range of your prior research and teaching (achieved through a comparable probation or extensive experience) to ensure it is equivalent to that expected at the end of the University of Bath probation.

(NB: much of this information might be copied from your job application/CV.)

**1) Teaching and Supporting Learning Experience**

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| ai) For how many years have you been actively teaching in higher education (not including graduate teaching assistant-type roles)?  aii) At which institution(s) has this teaching taken place? |
| b) Provide a bullet point list of the range and extent of types of teaching undertaken prior to your appointment at the University of Bath (e.g. tutorials/seminars, large lectures, undergraduate and/or postgraduate (taught), range of types of assessment, unit/module convenor, personal tutor, use of learning technologies etc.) |
| c) List any professional development courses attended and/or qualifications achieved in relation to your teaching (in addition to your academic qualifications); for example a PGCert in Academic Practice, Fellow of the Higher Education Academy. |
| d) Provide a summary of the evaluation of your teaching (from e.g. student feedback, self-reflection, peer review/observation, ongoing professional development). *Please attach any evidence (e.g. student evaluations, teaching observation forms) as appendices.* |
| e) Has the Bath Course Director been contacted to discuss accreditation of prior learning (APL) arrangements as laid out in QA9? Yes/No  If yes, please note the date of that meeting:  If no: this must be the first course of action before an exemption request can be taken further; please see <http://www.bath.ac.uk/learningandteaching/professional/BCEAP/bceap-apel.php> for more details |

**2) Research Experience**

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| a) Briefly outline your established area of research: |
| b) List relevant publications: |
| c) List any applications for external funding (research grants, travel/study grants) and the status (i.e. awarded, rejected, pending): |
| d) If appropriate, list any other funding received (e.g. consultancy, exploitation of IPR or other KTP activities): |
| e) Outline any doctoral supervision experience: |

**3) Administration/Management**

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| a) Outline any administrative or management duties or roles you have previously undertaken: |
| b) Identify where you have participated effectively in the work of your previous department/school (e.g. contributed to committees/working parties): |

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| Applicant’s Signature: |
| Date: |

**Once Part I is complete, please send this form to your Head of Department/Group to complete Part II.**

**Part II: University of Bath Role & Objectives *(To be completed by Head of Department/Group)***

This part focuses on the applicant’s teaching responsibilities to consider whether they are commensurate with their past experience. This information will be used to inform the Bath Course exemption decision.

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| **Objectives**  Please provide the following information AND attach the probationer’s agreed objectives:  ai) Approximate number of hours teaching per week and Level(s) of teaching to be undertaken:  aii) Variety of teaching to be undertaken (e.g. lectures, tutorials, one-to-one, lab or field work):  aii) Will they be involved in assessment or curriculum development? If yes, please specify: |
| **Support**  bi) Please indicate how the applicant will be integrated into the Department’s quality assurance processes (e.g. peer review of teaching):  bii) Please indicate how the applicant will be supported to develop an active understanding of the teaching and research culture, processes and systems at Bath and, for international staff, in the UK: |

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| **Statement from Head of Department/Group**  Please indicate whether you are supportive of the claim for exemption from probation and briefly outline the rationale for this.  Head of Department/Group name:  Signature: Date: |

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| **Statement from Dean**  Please indicate whether you are supportive of the claim for exemption from probation and briefly outline the rationale for this.  Dean name:  Signature: Date: |

**Once Part II is complete, please send this form to the Head of Learning & Teaching to complete Part III.**

**Part III: Exemption from the Bath Course in Enhancing Academic Practice *(To be completed by the Head of Learning & Teaching)***

This part records the decision of the Bath Course exemption group and will be considered, alongside the other evidence, in the claim for exemption from probation.

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| **Decision of the Bath Course Exemption Group**  *NB If an individual has successfully demonstrated meeting all other elements of the Bath Course but has limited or no experience of doctoral supervision, then they may still claim exemption from the Course. Should they be expected to supervise doctoral students either immediately or in the future, they will be required to attend the University’s short development programme for new doctoral supervisors (QA7 paragraph 20.3).* |
| Head of Learning and Teaching signature:  Date: |

**Once Part III is complete, please return the completed form to the applicant (cc HR and the Head of Department/Group)**

**Part IV: To be completed by HR**

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| **Decision of the Exemption Sub-Group of the Academic Staff Committee** |
| Date: |

*Please note that ASC Exemption Sub-Group's decision is final.*