**If the Covid-19 outbreak has prevented you from being able to meet one or more of your probationary objectives, you can complete the form below to provide details for consideration alongside your Probation Review Form to enable the Academic Staff Committee to make reasonable adjustments when considering your performance at your next review.**

**PART A - PERSONAL DETAILS (to be completed by the probationary lecturer)**

|  |  |
| --- | --- |
| Full Name |  |
| Probation Period (1 or 3 years) |  |
| Current Stage of probation (year 1, 2, mid or final) |  |
| Department |  |
| Head of Department/Division |  |
| Mentor |  |

**PART B - DESCRIPTION OF WORK RELATED ISSUES (to be completed by the probationary lecturer)**

Please provide details on how the Covid-19 outbreak has prevented you from completing one or more of your objectives and the steps taken by yourself and your Department/School in an attempt to overcome this, such as the time invested in innovation to be effective in both teaching and research (for those with an additional focus on research) during the this period.

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**Once you have completed Parts A and B, you need to send this form to your Head of Department/Division so they can provide their assessment of the impact.**

**PART C - HEAD OF DEPARTMENT/DIVISION ASSESSMENT (to be completed by the HoD)**

Please provide your comments in reference to the details given by the Probationary Lecturer above and suggested actions or support to be taken during the rest of their probation period.

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**Once Parts A-C are complete, please send this form to** **hr-academic-staff-committee@bath.ac.uk** **along with the Probation Review Form and supporting evidence for consideration by Academic Staff Committee.**