**If the Covid-19 outbreak has prevented you from being able to meet your probationary objectives, you can complete the form below to request a deferral of your next probationary review for 6 or 12 months. Please note that all approved deferrals will also require your end of probation date to be extended by this amount of time.**

**You will also need to agree a set of revised objectives taking into account the proposed revised timescales and provide along with this request for consideration by ASC.**

**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) |  |
| Next review date (mm/yy) |  |
| Department |  |
| Head of Department/Division |  |
| Mentor |  |

**PART B - REQUEST DETAILS (to be completed by the probationary lecturer)**

Please specify if you are requesting a 6 or 12 month deferral (*select one option*).

[ ]  6 months

[ ]  12 months

For the following areas of your role, please provide details on:

* how the Covid-19 outbreak has prevented you from completing one or more of your objectives
* the steps taken by yourself and your Department in an attempt to innovate and overcome this, and
* how the deferral will support you in being able to meet your revised objectives *(which must be attached as part of the request).*

|  |  |
| --- | --- |
| **Teaching** |  |
| **Administration and Management** |  |
| **Research** *(delete if not part of role)* |  |

**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 support assessment.**

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

Please comment on how the deferral will allow the Probationary Lecturer to meet their revised objectives and outline details of any further action and support to be provided.

You must provide a copy of the revised objectives as part of this request but you may also provide any other plans of action or support if you wish.

|  |
| --- |
|  |

**Once parts A-C have been completed, please send this form to** **hr-academic-staff-committee@bath.ac.uk** **for consideration by the Chair of Academic Staff Committee on behalf of ASC.**