|  |  |
| --- | --- |
| **Full Name** |  |
| **FTE (full time equivalent)** |  |
| **Department/Division** |  |
| **Mentor** |  |

Please include all objectives, even those that have not been changed in the Revised Objectives columns so it is clear what is expected to be achieved by the end of probation or the current review period.

**OBJECTIVES FOR ENTIRE PROBATIONARY PERIOD**

|  |  |
| --- | --- |
| **Previous Objectives** | **Revised Objectives** |
| **OBJECTIVE** | **SUCCESS CRITERIA** | **OBJECTIVE** | **SUCCESS CRITERIA** |
| **Teaching** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Administration/Management** |   |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please insert more lines as required*

**OBJECTIVES FOR THE CURRENT PROBATIONARY PERIOD UNDER REVIEW**

|  |  |
| --- | --- |
| **Previous Objectives** | **Revised Objectives** |
| **OBJECTIVE** | **SUCCESS CRITERIA** | **OBJECTIVE** | **SUCCESS CRITERIA** |
| **Teaching** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Administration/Management** |   |  |  |
|  |  |  |  |
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*Please insert more lines as required*

|  |  |  |
| --- | --- | --- |
| **Agreed by** | **Signed** | **Dated** |
| Probationer |  |  |
| Head of Department/Division |  |  |
| Dean of Faculty/School |  |  |

**Guidance**

Revised objectives should be developed with reference to the criteria for passing probation found within the [Career Progression document](https://www.bath.ac.uk/publications/career-progression-in-the-education-and-research-job-family-framework/)

Revised objectives for the entire probationary period and the current probationary review should be recorded on this form.

Where staff are part-time, their status should be taken into account when setting the objectives.

**Next steps**

Once agreed and signed by all parties, the Head of Department/Division should send a copy of this form to the Academic Career Progression Team

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

This version updated by HR: November 2020