



Notes:

1. The attached template is to be followed in setting objectives. The guidelines can be adapted to account for disciplinary differences but the expectations that the University has of the Prize Fellows must be manifest in the objectives.
2. Given the competitive nature of the Fellowships, we anticipate that the appointees will perform at a high level. On the other hand, appointment to a permanent position will be subject to the Prize Fellow meeting their objectives. It is therefore essential that the objectives are ambitious but achievable.
3. The mentor should be informed of the contents of this document.
4. Where Prize Fellows have been appointed to Institutes, the relevant Head of (the eventual intended) Department (HoD) should be consulted about the objectives which are set. The decision to transfer to a permanent academic contract will be made by the Dean of the Faculty in which the Prize Fellow is to be appointed to a permanent position, and at that stage advice should be sought from both the Institute Director and the proposed Head of Department.
5. If the Head of Department/ Division/Director of Institute has identified performance and/or conduct below the required standards, it is advised that they contact their HR Manager at the earliest possible opportunity so that appropriate advice can be sought. In any event, where performance issues are identified, the Head of Department/Division/Director of Institute should take action promptly to investigate the root causes of the performance and/or conduct issue(s) and meet with the Prize Fellow being clear about the required improvement, the relevant timescales and any support or intervention to assist improvement and document this in writing.
6. At the 24 month point, the HR Administration Co-ordinator will write to the Prize Fellow if they are to transfer to a permanent academic contract.
7. Unless the Prize Fellow is to be transferred to a permanent academic contract at the commencement of year four, the HR Administration Co-ordinator will issue the Prize Fellow with notice of redundancy at the 33 month point.
8. If the Prize Fellow is transferred to a permanent academic contract then academic probation in years three to five would be followed by a confirmed appointment as a Lecturer or exceptionally as a Senior Lecturer or Reader (via [Academic Staff Committee](#)).

Created: October 2016