

## Attachment 3 – Probation Review Committees

Each Faculty will have a standing Probation Review Committee constituted in accordance with the Participation of Staff in University Employment Related Committees Guidelines. The Faculty Committees will also normally conduct Formal Probation Reviews for non-Faculty Academic Staff based on relevance of the discipline to the work of the Academic Staff member under review (e.g. the Formal Probation Reviews of Academic Staff of the Centre for Education and Innovation will normally be conducted by the Faculty of Education and Arts Probation Review Committee).

Probation Review Committees will make recommendations in relation to probation matters referred to them for consideration. A Probation Review Committee has no authority to make decisions in relation to probation matters.

### 1. Composition

Each Probation Review Committee will have the following membership:

- relevant Executive Dean (or equivalent) (Chair) (or nominee);
- two (2) continuing members of Academic Staff, one from the relevant Faculty/unit and one from another Faculty or unit;
- the nominated supervisor for the Academic Staff member whose Formal Probation Review is under consideration, as an advisor;
- the Chief People Officer (or nominee) may attend meetings as an advisor and/or observer; and
- for Research focussed and Research only appointments, the Deputy Vice-Chancellor (Research) or nominee may attend meetings as a member.
- for Teaching focussed appointments, the Provost (or nominee) may attend meetings as a member.

The following continuing Academic Staff members of Probation Review Committees will be elected, available to serve on other Faculty Probation Review Committees for a period of three (3) years, and eligible for re-election for further terms of office:

- each Faculty elects three (3) representatives.
- non-Faculties will elect three (3) representatives.

A quorum for a Probation Review Committee is three (3) members present, one of whom will be the Chair.

The Executive Dean (or equivalent) will be replaced as Chair when the Probation Review Committee is considering the Formal Probation Review in the following circumstances:

- where the Executive Dean (or equivalent) is the nominated supervisor of the Academic Staff member under review; and/or
- where there may be a perception of a potential conflict of interest.

The replacement Chair will normally be a Chair of another Probation Review Committee nominated by the Provost.

## 2. Meetings

Faculty Probation Review Committees meet as required and at least on a biannual basis.

## 3. Summary of the Role of Probation Review Committees in Formal Probation Reviews

Probation Review Committees will participate in Formal Probation Reviews under the circumstances below. Refer to section 6.4.2(iii) for further information about the process for Formal Probation Reviews.

<b>Type of Review</b>	<b>Recommendations considered by Probation Review Committee</b>
Formal Probation Reviews during probation	Early confirmation
	An assessment of unsatisfactory performance
Final Probation Reviews	Unsatisfactory performance and non-confirmation of appointment