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| **ACADEMIC STAFF PROBATION PERIOD AND CRITERIA FORM** |

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| **PART 1 – REASON FOR COMPLETING THIS FORM (check appropriate box)** |
| [ ]  **Appointment of an Academic Staff member and identification of the Probation period and/or criteria**. *It is recommended that the Hiring Manager commence completion of Part 4 of this Form (i.e. probation criteria) at the time the position description (including selection criteria) is being developed. Review and, if appropriate, refine the specific probation criteria after the preferred candidate has been selected. The Hiring Manager will enter the probation period and criteria captured by completing the offer card in PageUp Manager Online.*[ ]  **Change to probation criteria for an existing Academic Staff member.** Refer to the relevant Probation for Academic Staff Policy for appropriate circumstances for making such changes. Complete Parts 2, 3 and 4 of the form and submit a copy to [Service Central](https://acu.service-now.com/service_central?id=servicecentral_home) via the general enquiry form. |

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| **PART 2 – EMPLOYMENT INFORMATION**  |
| **Name** |  |
| **Position** |  | **Academic Level** |  |
| **Faculty**  |  | **School, Institute or Centre** |  |
| **Nominated Supervisor** |  | **National Head of School (or equivalent)** |  |

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| **PART 3 – PROBATION PERIOD** |
| **Probation Period** | Choose one option andcheck the box [x] **:**☐ Normal probationary period. *Go to Part 4.** continuing Academic appointment - three (3) years or 18 months for a staff member who has previously been employed on a fixed-term basis.
* fixed-term Academic appointment –
	+ duration of contract for contract for less than six (6) months,
	+ six (6) months for contracts of one (1) to two (2) years, or
	+ twelve (12) months for contracts of two (2) years or more.

[ ]  A shorter period of probation. *Specify period of probation (number of years/months):* *Provide reason below:*[ ]  Waive the period of probation. *Provide reason below:* |

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| **PART 4 – PROBATION CRITERIA** |
| **Essential Criteria: These apply to every academic appointment** | ☒ | Satisfactory performance relative to the Academic Performance Matrix expectations relevant to the Academic Staff member’s Academic Level and Academic Career Pathway.  |
| ☒ | Completion of relevant training modules in accordance with the University’s Legal Requirement Training Policy, as varied from time to time. |
| **Specific probation criteria***Specific probation criteria may be set to ensure that requirements which are particular to the Academic Staff member, their position and/or discipline are met by the Academic Staff member during their period of probation.**Check the relevant boxes and provide the further information requested* | [ ]  | Requirements in relation to qualifications required to effectively perform the role. Provide the following information within the criterion:* Stage of progress e.g. completion, or substantial progress towards (also identify the target completion date);
* the qualifications e.g. doctorate, professional doctorate, Master’s degree, ACU Graduate Certificate in Higher Education (or equivalent)[[1]](#footnote-1); and
* the timeframe in which the progress should occur.

Examples: Completion of a doctorate within the first three years of probation; substantial progress towards the completion of a doctorate with an anticipated date of completion in [state year] by the final probation review. *Please specify:* |
| [ ]   | Attainment and maintenance of professional registration relevant to the appointment.*Provide details of the Professional Registration:*  |
| [ ]   | Membership of the relevant professional body.*Name the professional body:*  |
| [ ]   | Attainment and maintenance of registration to work with children or vulnerable people in the relevant state and/or territory.*Please specify any further requirements:* |
| [ ]   | Completion of training, development and compliance requirements for the position[[2]](#footnote-2) which are not covered by the University’s Legal Requirement Training Policy. Example: Familiarisation with the contents of the Learning & Teaching Centre - Learning Environment Online (LEO) which is accessible from the ACU website. *Please specify:*  |
| [ ]   | Specific forms of evidence[[3]](#footnote-3) which demonstrate the Academic Staff member’s achievements in meeting the expectations of:* the position[[4]](#footnote-4), and
* the relevant Academic Level within the relevant Academic Performance Matrix.

*Please specify:*  |

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| **PART 5 – RECOMMENDATION AND APPROVAL *(To be completed for a change to probation criteria for an existing Academic Staff member. For an Appointment of an Academic Staff member, the approvals will be workflowed as part of the offer card in PageUp Manager Online)*** |
| **Recommended by Hiring Manager / Nominated Supervisor**  | Print name: |
| Signature: | Date: |

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| **Endorsed by NHOS (or equivalent)** | Print name: |
| Signature: | Date: |
| **Executive Dean (or equivalent) Endorsement**  | Print name: |
| Signature: | Date: |
| **Approval of relevant member of the Senior Executive**  | I **approve** the recommendation to shorten or waive the period of probation as recommended. |
| Print name: |
| Signature: | Date: |

1. Teaching-focussed Academic Staff will be required to complete the ACU Graduate Certificate in Higher Education (or demonstrate equivalence). Completion of this qualification may be considered for Teaching and Research Academic Staff where applicable. [↑](#footnote-ref-1)
2. The relevant Academic Performance Matrix and Capability Development Framework Achievement Level may provide guidance in identifying training, development and compliance requirements. [↑](#footnote-ref-2)
3. A comprehensive but not exhaustive list of examples of evidence can be found in the Academic Performance Matrices and Evidence Framework. These may inform the development of appropriate specific probation criteria. [↑](#footnote-ref-3)
4. This should include consideration of the Capability Development Framework Core Competencies aligned with the key responsibilities in the position description. [↑](#footnote-ref-4)