



Memorandum

To: Vice-Chancellor
Deputy Vice-Chancellors
Deans
Heads of School
Centre Directors

From: Executive Director, Human Resources

Date: 7 December 2007

Subject: Changes to Academic Staff Probation

A working party commissioned by the Deputy Vice-Chancellor (Academic) and Executive Director, Human Resources recently completed a major review and revision of the policy, procedure, guidelines and forms for Academic Staff Probation. This review incorporated feedback received from Deans, Heads of School, academic staff and the National Tertiary Education Union (NTEU). The working party's recommendations were approved by the Vice-Chancellor on 29 August 2007, and take effect from 1 January 2008.

The major changes are outlined below.

Probation period

- The majority of academic appointments could be confirmed at the end of 2 years. In exceptional circumstances, probation could be confirmed at 12 months.
- For those few cases that do not meet the required standard after 2 years, probation would continue until the end of 3 years, which is the maximum length of the probation process. (During the last twelve month period there should be agreed probationary objectives that provide clarity to the academic staff member about what needs to be achieved to meet probationary requirements. Termination of probation for a continuing appointment requires six (6) months notice).

Probation review meetings

- The supervisor conducts a meeting with the employee within the first 6 weeks to plan objectives for the probation period – this is consistent with the requirements of staff induction.
- A meeting to confirm, or review and revise objectives is held at the 5 month point. This meeting is only attended by the employee and the supervisor. The supervisor may request the attendance of a Human Resources representative.
- Probation review committee meetings are held at 12 months, 24 months and, if required, 30 months.
- For fixed term appointments of 2 years or less there is a probation period of 3 months. In these circumstances, a review by the supervisor and the employee is

undertaken prior to 3 months. Performance management is then maintained until the end of the contract period. Timeframes for probation periods for longer fixed term appointments are set out in Clause 6.1 of the Procedure.

Probation review committees

- For level A-C positions, the committee normally comprises the Head of School/Centre Director (Presiding Officer), one member of staff from the School/Centre, one member of staff external to the School/Centre (as deemed appropriate by the supervisor) and a Human Resources representative.
- For level D-E positions, the committee normally comprises the Vice-Chancellor (Presiding Officer), Deputy Vice-Chancellor (Academic or Administration), Deputy Vice-Chancellor (Research), the relevant Dean and the Head of School/Centre Director.

Approval delegations

- The Head of School/Centre Director is responsible for reviewing and making recommendations concerning level A, B and C employees on probation.
- The Dean /Deputy Vice-Chancellor (Research) is responsible for approving continuation of appointment of level A, B and C employees until the next probationary review.
- The Deputy Vice-Chancellor (Academic) or Deputy Vice-Chancellor (Research) is responsible for approving confirmation of appointment of level A, B and C employees.
- The Vice-Chancellor (or appointed nominee) is responsible for approving confirmation of appointment of level D and E employees, and annulment of appointment of level A-E probationary employees.

FULT and/or TTC requirements

- Confirmation of appointment of academic teaching staff is normally subject to evidence of completion of FULT (for fixed term appointments of less than 3 years) or FULT and TTC (for continuing appointments) unless waived by the Dean, in consultation with the Head of School and Director CELT, during the induction period. This evidence will be provided by CELT in a standard format to all academic staff that complete FULT and TTC.
- Academic teaching staff on fixed term appointments are required to complete the FULT and/or TTC requirements within the Performance Management Scheme if they are unable to do so within the probation period.

Transition to the Performance Management Scheme

- The supervisor conducts a performance planning meeting with the employee within four (4) weeks of confirmation of appointment. This meeting is informed by the final probation review.

Transition arrangements to the new policy, procedures and guidelines

The following arrangements will apply for staff on continuing appointments currently serving probation.

- Staff with less than 6 months service as at 1 January 2008 will move directly to the new arrangements.
- Staff who have completed their 1st review and are due for the 2nd after 1 January 2008 will now have their 2nd review meeting with the committee at 24 months. As the timeframe between the 1st and 2nd review meetings will be 18 months for staff in this transition scenario, supervisors will call a meeting to confirm, review or revise objectives at the midway point between these meetings, i.e. around 15 months into the probation. The supervisor may request the attendance of a Human Resources representative at this meeting.
- Those staff who have completed their 2nd review meeting at the 18 month point under the current policy, will require a 3rd probation review meeting with the

committee to finalise probation. Supervisors should liaise with staff to agree the most appropriate timeframe for this meeting at a point between 24 and 30 months. Following the 3rd probation, documentation will be sent to the DVC (Academic) for approval to confirm appointment.

Additional communication

- A “What’s New” message will be posted shortly advising all staff of these changes. Your assistance with passing on the communication to your academic staff is appreciated.
- Supervisors who currently have staff serving probation will receive a separate communication advising the actions needed to be taken to progress the probation for each staff member. Individual staff impacted will also be advised.

Probation documents

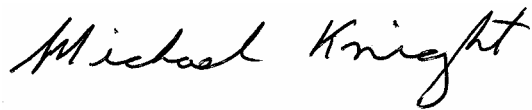
The updated policy, procedure, and guidelines for review committees and supervisors can be accessed through the Administration Manual web link:

<http://www.csu.edu.au/adminman/hum/humanresources.htm>.

The new probation portfolio templates can be accessed through the Human Resources Forms web page:

<http://www.csu.edu.au/division/humres/forms/AcProbationPortfolio.doc>

For further information, please contact Mr Mal Wilson, the Acting Director, Human Resource Services (MIS) - malwilson@csu.edu.au or Ms Meghan Bailey, Manager, HR Client Services (Bathurst) – m Bailey@csu.edu.au.



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