

10.04B Guidelines for Selection Committee - Setting Academic Probation Conditions

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The minimum conditions for academic probation are set out in the Probation Academic Staff policy in clauses **10.04.10** and **10.04.11**.

The Selection Committee must determine the probationary conditions to be set for a specific staff member. It must only set specific additional conditions that can be reasonably and effectively achieved within the limits of the confirmation period and in full recognition of the likely workload the staff member will be expected to undertake within the School or Centre.

In most cases, where a staff member would be commencing work on a PhD or professional doctorate at the same time as or after commencing appointment, this would rule out setting a condition of successful *completion* of the PhD or a condition of achieving a fixed number of refereed publications. Feasibility would, in most cases, also rule out setting joint degree completion expectations such as completion of a PhD and completion of the Graduate Certificate in Higher Education.

Additional Probation Conditions

Any specific conditions must be aligned with the particular needs of the School or Centre; be appropriate for the level of appointment; and be achievable, taking into account the particular developmental needs of the individual staff member.

Such conditions could include:

- Successful completion of a PhD (N.B. this means “approved” not necessarily conferred – i.e. there was a positive outcome from the examining process), only where commencement of and continuing enrolment in PhD study pre-dates appointment by at least 18 months, or
- Substantial progress in a PhD or professional doctorate program (as documented by the supervisor of the PhD), or
- Successful completion of a research or coursework master’s degree (N.B. this means “approved” not necessarily conferred), or
- Enrolment in and successful completion of the Graduate Certificate in Higher Education or equivalent qualification, or
- Achievement of a fixed number of refereed publications, external grant applications, and/or conference papers (the number fixed must be reasonably achievable during the confirmation period, in light of anticipated workloads), or
- Any other condition unique to the position, e.g. development of a specific award or set of units for a Level C or Level D academic; development of professional or community linkages; or an entrepreneurial venture

For Research-only staff

- In addition to the above, a further criterion could be one that specifically targets the nature of the position for the person is being employed (e.g., successful establishment of a particular research program or collaborative research venture)

Setting more than one of the above specific conditions for a specific period of probation must be cause for serious consideration and debate by the Selection Committee as to feasibility and workload impositions. ■