

UniSA Academic Probation Review Summary

People Central to complete												*Open in D	esktop App*
Staff Member Details										Scheduled reviews & Status			
Staff Name	Position Title	Class	Unit	Empl't Type / Profile	Contract End Date	Frac' n	Probation End Date	Supervisor / Research Lead	Supervisor Position	f	Initial Review (9 months)	Mid-Point Review (18 months)	Final Review (27 months)

Supervisor to update at each review (staff member to provide dates / are also available in the ASAR)

Mandated and Other Training										PDM Meetings			
Teaching @ UniSA	Research @ UniSA	Supervising @ UniSA	Tutoring @ UniSA	Corporate Induction	Local / Unit Induction	Safety & Wellbeing @UniSA	Aboriginal Sensitivity and Respect	SASH Training	Academic Integrity	Research Integrity	Cyber Security	Last PDM meeting	Next PDM meeting

*Academic Practice is mandatory for all Level A – C continuing staff members and those on a fixed term contract over 12 months. See <u>Academic Practice@UniSA</u> for more information.

Please provide commentary in the relevant review section below with respect to the staff member's performance and outputs in accordance with the academic unit's expectations and workload allocation principles. Indicate whether they are meeting expectations and how they are being set up and supported for success in their role and their career path. Consideration should also be given to the University's <u>Core Attributes</u>.

Supervisor to complete People, Talent and Culture to complete **Initial Review (9 months)** Supervisor Comments Committee Comments Probation meeting date with staff member: Review completed by: Others consulted: Date of review: Examples (please speak to the staff member with their ASAR and address the following): Feedback to supervisor ONLY: Describe the courses the person has been involved with and their role. The PTC Strategic People Partner will record Provide contextual information about: which ones they are coordinating, which ones have undergone *Committee feedback and enter directly here or* redesign, which ones have had good results, which ones have had any sort of event that is worth send to People Central for entering. People **Teaching & Administration** mentioning relevant to the probation (new course designed, old course redesigned, needed to do Central will notify supervisors within something substantial, etc.) approximately 2 weeks of the meeting that the feedback is available for review. • Any information about student feedback. Describe admin roles, which ones, the complexity, the way the person has performed in these roles. If there is no admin role, mention possibilities, future engagements that are feasible, etc. Examples (please speak to the staff member with their ASAR and address the following): • Describe the initiatives in which the person is involved: grants, contacts, networking, publications, proposals, etc. / reference the Research Standards. **Research / Scholarship** *Provide a brief description of the trajectory (successes and failures)* • Ideas moving forward (training, approaching funding agencies, publications, etc.) • Provide details of relevant Committee or group memberships or involvement in additional collegial activities. Examples (please speak to the staff member with their ASAR and address the following): Leadership, Collegiality & Engagement (if applicable) Describe engagement with other units within UniSA.



Core Attributes & WHS	 Describe the institutions or entities with which the person has engaged. Current level of maturity. Potential future institutions. Describe engagement on projects with Unit colleagues, any mentorship, or other examples of collegiality that the staff member has engaged in. For Level D & E academic staff: comment on engagement with Industry, Government & professions / academic governance & administration / people leadership / budget One of the core attributes that can be highlighted for this person and the reason for such distinction. One of the core attributes that will be the focus for the next review period. Has the staff member registered or completed the Aboriginal Cultural Sensitivity and Respect Training and Working with Aboriginal Peoples training? 	
General comments including any concerns	Is the staff member meeting expectations? Are there areas for improvement and if so, has a performance plan been put in place? If there are serious concerns, these need to be addressed immediately. Please contact People Central via <u>HR@unisa.edu.au</u> in the first instance. If you have a staff member requiring additional support during their probation e.g. transitioning from industry to academia or from another culture or community and they need assistance navigating the process, please contact People Central via HR@unisa.edu.au.	
Comments from staff member (if provided)	Has the staff member provided you with any comments for the Committee?	Feedback for staff member including outstanding training:
Academic Practice@UniSA (if required)	 Example (please speak to the staff member regarding their Academic Practice@UniSA and address the following): That the mandated course(s) for the role have been completed or scheduled for completion before the first year in the role is at an end For Level D & E academic staff, Academic Practice@UniSA is not mandatory 	Once notified the feedback is available for review, the supervisor should pass on any comments listed here to the staff member.
Recommendation of supervisor	 Meets expectations People, Talent and Culture (PTC) advice has been sought / requires improvement Termination recommended Other	Recommendation of Committee: Image: Meets expectations Image: Requires improvement Image: PTC advice to be sought by Line Manager
Documentation checklist	 Review Summary relevant section completed – located in staff member folder Recent ASAR provided by the staff member – supervisor to upload to staff folder Recent CV provided by the staff member – supervisor to upload to staff folder Summative Peer Review of Teaching (SPRT) if teaching is a part of the role, provided by the staff member – supervisor to upload to staff folder supervisor to upload to staff folder – this is recommended for all reviews but must be provided for the 2nd review. 	 Termination recommendation supported Re-review required in meeting
Date that feedback was prov	/ided to staff member:	
Example: in response to the (Conse in regard to feedback (please enter here): Committee request, I have registered for various activities in TIU and will attend Committee meetings in the future Cample: The staff member has registered for Academic Practice October 2023 and has a SPRT organized for SP5	These recommendations are for the supervisor to action.



Mid-Point Review (18 n Supervisor Comments				Committee Comments
Probation meeting date with	staff member	Review completed by:	Others consulted:	Date of review:
Feaching & Administration	Examples (please sp Describe the c Provide conter redesign, whith mentioning re- something sur- Any informatir Describe admin role	eak to the staff member with their ASAR an ourses the person has been involved with an xtual information about: which ones they ar ch ones have had good results, which ones h levant to the probation (new course designe ostantial, etc.) on about student feedback. s, which ones, the complexity, the way the p	d address the following): nd their role. e coordinating, which ones have undergone ave had any sort of event that is worth ad, old course redesigned, needed to do erson has performed in these roles. If there i	e Feedback to supervisor ONLY: The PTC Strategic People Partner will record Committee feedback and enter directly here or send to People Central for entering. People Central will notify supervisors withing approximately 2 weeks of the meeting than the feedback is available for review.
Research / Scholarship	Examples (please sp Describe the i proposals, etc Provide a brie Ideas moving	ion possibilities, future engagements that a eak to the staff member with their ASAR an nitiatives in which the person is involved: gro . / reference the Research Standards. f description of the trajectory (successes and forward (training, approaching funding age levant Committee or group memberships or	d address the following): ants, contacts, networking, publications, I failures)	5.
Leadership, Collegiality & Engagement (if applicable)	Examples (please sp Describe engo Describe the i Potential futu Describe engo that the staff For Level D & E acac	eak to the staff member with their ASAR an gement with other units within UniSA. Institutions or entities with which the person re institutions. gement on projects with Unit colleagues, an member has engaged in.	d address the following):	ality
Core Attributes & WHS	One of the co. One of the co. Has the staff membre	re attributes that can be highlighted for this re attributes that will be the focus for the ne er registered or completed the Aboriginal Cu jinal Peoples training?	xt review period.	
General comments including any concerns	Are there areas for i If there are serious o <u>HR@unisa.edu.au</u> ir If you have a industry to ac		iately. Please contact People Central via uring their probation e.g. transitioning from ty and they need assistance navigating the	
Comments from staff member (if provided)		nember provided you with any comments fo		Feedback for staff member including outstanding training:
Academic Practice@UniSA (if required)	following): • That the man first year in th	ak to the staff member regarding their Acad dated course(s) for the role have been comp e role is at an end emic staff, Academic Practice@UniSA is not	leted or scheduled for completion before the	Once notified the feedback is available for review, the supervisor should pass on any



	Meets expectations	Recommendation of Committee:
	\Box Performance concerns are being managed with PTC support / requires improvement	
Recommendation of	Termination recommended	Meets expectations
supervisor	Other	Requires improvement
supervisor		□ PTC advice to be sought by Line Manager
	Please note: performance concerns should be dealt with fully by the 2 nd review and not carried over to the final	□ Termination recommendation supported
	review	□ Re-review required in meeting
	Review Summary relevant section completed – located in staff member folder	
	□ Recent ASAR provided by the staff member – supervisor to upload to staff folder	
Documentation checklist	Recent CV provided by the staff member – supervisor to upload to staff folder	
	Summative Peer Review of Teaching (SPRT) if teaching is a part of the role, provided by the staff member –	
	supervisor to upload to staff folder	
Date that feedback was pro	vided to staff member:	
Optional staff member resp	onse in regard to feedback (please enter here):	These recommendations are for the
Example: in response to the	Committee request, I have registered for various activities in TIU and will attend Committee meetings in the future	supervisor to action.
Action taken (if relevant): E	xample: The staff member has registered for Academic Practice October 2023 and has a SPRT organized for SP5	

Final Review (27 month	is)				
Supervisor Comments				C	committee Comments
Probation meeting date with	staff member:	Review completed by:	Others consulted:		Date of review:
Teaching & Administration	 Describe the context Provide context redesign, which mentioning real something sub Any information Describe admin roles 	eak to the staff member with their ASAR and ourses the person has been involved with and ctual information about: which ones they are h ones have had good results, which ones ha levant to the probation (new course designed ostantial, etc.) on about student feedback. s, which ones, the complexity, the way the per ion possibilities, future engagements that are	I their role. coordinating, which ones have undergone ve had any sort of event that is worth I, old course redesigned, needed to do son has performed in these roles. If there is		Feedback to supervisor ONLY: The PTC Strategic People Partner will record Committee feedback and enter directly here or send to People Central for entering. People Central will notify supervisors within approximately 2 weeks of the meeting that the feedback is available for review.
Research / Scholarship	 Describe the ir proposals, etc. Provide a brief Ideas moving j 	eak to the staff member with their ASAR and nitiatives in which the person is involved: gran / reference the Research Standards. f description of the trajectory (successes and j forward (training, approaching funding agence evant Committee or group memberships or in	nts, contacts, networking, publications, failures) cies, publications, etc.)		
Leadership, Collegiality & Engagement (if applicable)	 Describe enga Describe the ir Potential futur Describe enga 	eak to the staff member with their ASAR and gement with other units within UniSA. Institutions or entitles with which the person h re institutions. gement on projects with Unit colleagues, any member has engaged in.	as engaged. Current level of maturity.	ty	



	For Level D & E academic staff: comment on engagement with Industry, Government & professions / academic governance & administration / people leadership / budget	
	One of the core attributes that can be highlighted for this person and the reason for such distinction.	
Core Attributes & WHS	• One of the core attributes that will be the focus for the next review period.	
Core Allindules & WHS	Has the staff member registered or completed the Aboriginal Cultural Sensitivity and Respect Training and	
	Working with Aboriginal Peoples training?	
	Is the staff member meeting expectations?	
	Are there areas for improvement and if so, has a performance plan been put in place?	
General comments	If there are serious concerns, these need to be addressed immediately. Please contact People Central via	
ncluding any concerns	<u>HR@unisa.edu.au</u> in the first instance.	
	 If you have a staff member requiring additional support during their probation e.g. transitioning from industry to academia or from another culture or community and they need assistance navigating the 	
	process, please contact People Central via HR@unisa.edu.au.	
Comments from staff	 Has the staff member provided you with any comments for the Committee? 	Feedback for staff member including
member (if provided)		outstanding training:
	Example (please speak to the staff member regarding their Academic Practice@UniSA and address the	Once notified the feedback is available for
Academic Practice@UniSA	following):	review, the supervisor should pass on any
(if required)	• That the mandated course(s) for the role have been completed or scheduled for completion before the	comments listed here to the staff member.
(first year in the role is at an end	
	For Level D & E academic staff, Academic Practice@UniSA is not mandatory	Desision of Committees
	Meets expectations / recommend successful confirmation of employment	Decision of Committee:
	Meets expectations / recommend confirmation of employment Transition is a second sec	Confirm 'successful completion of the
	Termination recommended	probationary period'
	□ Other	period'
		Termination recommendation supported
December 1. the of		□ Re-review required in meeting
Recommendation of supervisor		If termination recommended:
		Decision of Probationary Review Panel &
		Vice Chancellor
		□ Confirm 'successful completion of the
		probationary period'
		□ Confirm 'completion of probationary
		period'
	□ Review Summary relevant section completed – located in staff member folder	Extension of probationary period with
	Recent ASAR provided by the staff member – supervisor to upload to staff folder	staff member approval
	Recent CV provided by the staff member – supervisor to upload to staff folder	Termination recommended (Panel)
Documentation checklist	Summative Peer Review of Teaching (SPRT) if teaching is a part of the role, provided by the staff member –	Termination approved (Vice Chancellor
	supervisor to upload to staff folder – this is recommended for all reviews but must be provided for the 2 nd	These recommendations are for the
	review.	supervisor and PTC to action
Date that feedback was pro		supervisor and PTC to action. PTC to complete:



Action taken (if relevant): Example: The staff member has registered for Academic Practice October 2023 and has a SPRT organized for SP5	□ Staff member notified of completion of the probationary period (via the Executive Dean's office)