

[Org2] Action: Academic Probation Committee feedback for [Month Year] meeting
*notification email to Line Manager

Dear Line Manager

The UniSA [Academic Unit] Academic Probation Committee met on [Date] to consider the progress of staff member(s) reporting to you that were scheduled for review.

Your SharePoint Line Manager folder contains the Committee feedback within each of staff member(s) Academic Probation Review Summaries. If you are a new Line Manager or have not already bookmarked this folder, please let me know and I will send you the link.

Please arrange a time to contact / meet with staff member(s) within the next 2 weeks, to provide them with appropriate feedback. Please record the date of this meeting and any response from the staff member on the Review Summary.

If the Committee has indicated the staff member(s) have not met expectations, please contact People Central via HR@unisa.edu.au to discuss. The Committee may also contact Line Managers directly in this instance. For more information on managing probation, refer to the [Procedures on Probation – Academic Staff](#).

If the Committee has indicated that completion of the probationary period be confirmed, your staff member will receive a confirmation email and letter from the Executive Dean.

If you have any queries about any of the Committee feedback, please direct them to the relevant Dean of Programs/ Dean of Research/ Executive Dean in the first instance.

Please do not hesitate to contact us if you have any questions.

Thank you.
Kind regards,

People Central
People, Talent and Culture Unit
Phone: (08) 830 22220
[AskPTC](#)