

# UniSA

## Academic Probation Review Summary

People Central to complete

\*Open in Desktop 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	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 [Academic Practice@UniSA](mailto:AcademicPractice@UniSA) 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 [Core Attributes](#).

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:
<b>Teaching &amp; Administration</b>	Examples (please speak to the staff member with their ASAR and address the following): <ul style="list-style-type: none"> <li>Describe the courses the person has been involved with and their role.</li> <li>Provide contextual information about: which ones they are coordinating, which ones have undergone redesign, which ones have had good results, which ones have had any sort of event that is worth mentioning relevant to the probation (new course designed, old course redesigned, needed to do something substantial, etc.)</li> <li>Any information about student feedback.</li> </ul> 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.		<b>Feedback to supervisor ONLY:</b> 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.
<b>Research / Scholarship</b>	Examples (please speak to the staff member with their ASAR and address the following): <ul style="list-style-type: none"> <li>Describe the initiatives in which the person is involved: grants, contacts, networking, publications, proposals, etc. / reference the Research Standards.</li> <li>Provide a brief description of the trajectory (successes and failures)</li> <li>Ideas moving forward (training, approaching funding agencies, publications, etc.)</li> </ul> Provide details of relevant Committee or group memberships or involvement in additional collegial activities.		
<b>Leadership, Collegiality &amp; Engagement (if applicable)</b>	Examples (please speak to the staff member with their ASAR and address the following): <ul style="list-style-type: none"> <li>Describe engagement with other units within UniSA.</li> </ul>		

	<ul style="list-style-type: none"> <li>Describe the institutions or entities with which the person has engaged. Current level of maturity.</li> <li>Potential future institutions.</li> <li>Describe engagement on projects with Unit colleagues, any mentorship, or other examples of collegiality that the staff member has engaged in.</li> </ul> <p>For Level D &amp; E academic staff: comment on engagement with Industry, Government &amp; professions / academic governance &amp; administration / people leadership / budget</p>	
<b>Core Attributes &amp; WHS</b>	<ul style="list-style-type: none"> <li><b>One</b> of the core attributes that can be highlighted for this person and the reason for such distinction.</li> <li><b>One</b> of the core attributes that will be the focus for the next review period.</li> </ul> <p>Has the staff member registered or completed the Aboriginal Cultural Sensitivity and Respect Training and Working with Aboriginal Peoples training?</p>	
<b>General comments including any concerns</b>	<p>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 <a href="mailto:HR@unisa.edu.au">HR@unisa.edu.au</a> in the first instance.</p> <ul style="list-style-type: none"> <li>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 <a href="mailto:HR@unisa.edu.au">HR@unisa.edu.au</a>.</li> </ul>	
<b>Comments from staff member (if provided)</b>	<ul style="list-style-type: none"> <li>Has the staff member provided you with any comments for the Committee?</li> </ul>	<b>Feedback for staff member including outstanding training:</b>
<b>Academic Practice@UniSA (if required)</b>	<p>Example (please speak to the staff member regarding their Academic Practice@UniSA and address the following):</p> <ul style="list-style-type: none"> <li>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</li> </ul> <p>For Level D &amp; E academic staff, Academic Practice@UniSA is not mandatory</p>	Once notified the feedback is available for review, the supervisor should pass on any comments listed here to the staff member.
<b>Recommendation of supervisor</b>	<input type="checkbox"/> Meets expectations <input type="checkbox"/> People, Talent and Culture (PTC) advice has been sought / requires improvement <input type="checkbox"/> Termination recommended <input type="checkbox"/> Other _____ <p>Please note: performance concerns should be raised at the 1<sup>st</sup> review and managed before the 2<sup>nd</sup> review</p>	<b>Recommendation of Committee:</b>
<b>Documentation checklist</b>	<input type="checkbox"/> Review Summary relevant section completed – located in staff member folder <input type="checkbox"/> Recent <a href="#">ASAR</a> provided by the staff member – supervisor to upload to staff folder <input type="checkbox"/> Recent CV provided by the staff member – supervisor to upload to staff folder <input type="checkbox"/> Summative Peer Review of Teaching ( <a href="#">SPRT</a> ) if teaching is a part of the role, provided by the staff member – supervisor to upload to staff folder – this is recommended for all reviews but must be provided for the 2 <sup>nd</sup> review.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Requires improvement <input type="checkbox"/> PTC advice to be sought by Line Manager <input type="checkbox"/> Termination recommendation supported <input type="checkbox"/> Re-review required in _____ meeting
<b>Date that feedback was provided to staff member:</b>		
<b>Optional staff member response in regard to feedback (please enter here):</b>		
<i>Example: in response to the Committee request, I have registered for various activities in TIU and will attend Committee meetings in the future</i>		
<b>Action taken (if relevant):</b> <i>Example: The staff member has registered for Academic Practice October 2023 and has a SPRT organized for SP5</i>		These recommendations are for the supervisor to action.

Mid-Point Review (18 months) Supervisor Comments			Committee Comments
Probation meeting date with staff member:	Review completed by:	Others consulted:	Date of review:
<b>Teaching &amp; Administration</b>	<p>Examples (please speak to the staff member with their ASAR and address the following):</p> <ul style="list-style-type: none"> <li>Describe the courses the person has been involved with and their role.</li> <li>Provide contextual information about: which ones they are coordinating, which ones have undergone redesign, which ones have had good results, which ones have had any sort of event that is worth mentioning relevant to the probation (new course designed, old course redesigned, needed to do something substantial, etc.)</li> <li>Any information about student feedback.</li> </ul> <p>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.</p>		<p><b>Feedback to supervisor ONLY:</b></p> <p>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.</p>
<b>Research / Scholarship</b>	<p>Examples (please speak to the staff member with their ASAR and address the following):</p> <ul style="list-style-type: none"> <li>Describe the initiatives in which the person is involved: grants, contacts, networking, publications, proposals, etc. / reference the Research Standards.</li> <li>Provide a brief description of the trajectory (successes and failures)</li> <li>Ideas moving forward (training, approaching funding agencies, publications, etc.)</li> </ul> <p>Provide details of relevant Committee or group memberships or involvement in additional collegial activities.</p>		
<b>Leadership, Collegiality &amp; Engagement (if applicable)</b>	<p>Examples (please speak to the staff member with their ASAR and address the following):</p> <ul style="list-style-type: none"> <li>Describe engagement with other units within UniSA.</li> <li>Describe the institutions or entities with which the person has engaged. Current level of maturity.</li> <li>Potential future institutions.</li> <li>Describe engagement on projects with Unit colleagues, any mentorship, or other examples of collegiality that the staff member has engaged in.</li> </ul> <p>For Level D &amp; E academic staff: comment on engagement with Industry, Government &amp; professions / academic governance &amp; administration / people leadership / budget</p>		
<b>Core Attributes &amp; WHS</b>	<ul style="list-style-type: none"> <li>One of the core attributes that can be highlighted for this person and the reason for such distinction.</li> <li>One of the core attributes that will be the focus for the next review period.</li> </ul> <p>Has the staff member registered or completed the Aboriginal Cultural Sensitivity and Respect Training and Working with Aboriginal Peoples training?</p>		
<b>General comments including any concerns</b>	<p>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 <a href="mailto:HR@unisa.edu.au">HR@unisa.edu.au</a> in the first instance.</p> <ul style="list-style-type: none"> <li>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 <a href="mailto:HR@unisa.edu.au">HR@unisa.edu.au</a>.</li> </ul>		
<b>Comments from staff member (if provided)</b>	<ul style="list-style-type: none"> <li>Has the staff member provided you with any comments for the Committee?</li> </ul>		
<b>Academic Practice@UniSA (if required)</b>	<p>Example (please speak to the staff member regarding their Academic Practice@UniSA and address the following):</p> <ul style="list-style-type: none"> <li>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</li> </ul> <p>For Level D &amp; E academic staff, Academic Practice@UniSA is not mandatory</p>		

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

<b>Final Review (27 months)</b>			<b>Committee Comments</b>
<b>Supervisor Comments</b>			
<b>Probation meeting date with staff member:</b>	<b>Review completed by:</b>	<b>Others consulted:</b>	<b>Date of review:</b>
<b>Teaching &amp; Administration</b>	Examples (please speak to the staff member with their ASAR and address the following): <ul style="list-style-type: none"> <li>Describe the courses the person has been involved with and their role.</li> <li>Provide contextual information about: which ones they are coordinating, which ones have undergone redesign, which ones have had good results, which ones have had any sort of event that is worth mentioning relevant to the probation (new course designed, old course redesigned, needed to do something substantial, etc.)</li> <li>Any information about student feedback.</li> </ul> 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.		<b>Feedback to supervisor ONLY:</b> <i>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.</i>
<b>Research / Scholarship</b>	Examples (please speak to the staff member with their ASAR and address the following): <ul style="list-style-type: none"> <li>Describe the initiatives in which the person is involved: grants, contacts, networking, publications, proposals, etc. / reference the Research Standards.</li> <li>Provide a brief description of the trajectory (successes and failures)</li> <li>Ideas moving forward (training, approaching funding agencies, publications, etc.)</li> </ul> Provide details of relevant Committee or group memberships or involvement in additional collegial activities.		
<b>Leadership, Collegiality &amp; Engagement (if applicable)</b>	Examples (please speak to the staff member with their ASAR and address the following): <ul style="list-style-type: none"> <li>Describe engagement with other units within UniSA.</li> <li>Describe the institutions or entities with which the person has engaged. Current level of maturity.</li> <li>Potential future institutions.</li> <li>Describe engagement on projects with Unit colleagues, any mentorship, or other examples of collegiality that the staff member has engaged in.</li> </ul>		

	<i>For Level D &amp; E academic staff: comment on engagement with Industry, Government &amp; professions / academic governance &amp; administration / people leadership / budget</i>	
<b>Core Attributes &amp; WHS</b>	<ul style="list-style-type: none"> <li>• <b>One</b> of the core attributes that can be highlighted for this person and the reason for such distinction.</li> <li>• <b>One</b> of the core attributes that will be the focus for the next review period.</li> </ul> <p><i>Has the staff member registered or completed the Aboriginal Cultural Sensitivity and Respect Training and Working with Aboriginal Peoples training?</i></p>	
<b>General comments including any concerns</b>	<p><i>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 <a href="mailto:HR@unisa.edu.au">HR@unisa.edu.au</a> in the first instance.</i></p> <ul style="list-style-type: none"> <li>• <i>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 <a href="mailto:HR@unisa.edu.au">HR@unisa.edu.au</a>.</i></li> </ul>	
<b>Comments from staff member (if provided)</b>	<ul style="list-style-type: none"> <li>• <i>Has the staff member provided you with any comments for the Committee?</i></li> </ul>	<b>Feedback for staff member including outstanding training:</b>
<b>Academic Practice@UniSA (if required)</b>	<p>Example (please speak to the staff member regarding their Academic Practice@UniSA and address the following):</p> <ul style="list-style-type: none"> <li>• <i>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</i></li> </ul> <p><i>For Level D &amp; E academic staff, Academic Practice@UniSA is not mandatory</i></p>	<i>Once notified the feedback is available for review, the supervisor should pass on any comments listed here to the staff member.</i>
<b>Recommendation of supervisor</b>	<input type="checkbox"/> Meets expectations / recommend successful confirmation of employment <input type="checkbox"/> Meets expectations / recommend confirmation of employment <input type="checkbox"/> Termination recommended <input type="checkbox"/> Other _____	<b>Decision of Committee:</b> <input type="checkbox"/> Confirm 'successful completion of the probationary period' <input type="checkbox"/> Confirm 'completion of probationary period' <input type="checkbox"/> Termination recommendation supported <input type="checkbox"/> Re-review required in _____ meeting  <b>If termination recommended:</b> Decision of Probationary Review Panel & Vice Chancellor <input type="checkbox"/> Confirm 'successful completion of the probationary period' <input type="checkbox"/> Confirm 'completion of probationary period' <input type="checkbox"/> Extension of probationary period with staff member approval <input type="checkbox"/> Termination recommended (Panel) <input type="checkbox"/> Termination approved (Vice Chancellor)
<b>Documentation checklist</b>	<input type="checkbox"/> Review Summary <i>relevant section completed – located in staff member folder</i> <input type="checkbox"/> Recent ASAR <i>provided by the staff member – supervisor to upload to staff folder</i> <input type="checkbox"/> Recent CV <i>provided by the staff member – supervisor to upload to staff folder</i> <input type="checkbox"/> Summative Peer Review of Teaching ( <a href="#">SPRT</a> ) <i>if teaching is a part of the role, provided by the staff member – supervisor to upload to staff folder – this is recommended for all reviews but must be provided for the 2<sup>nd</sup> review.</i>	<i>These recommendations are for the supervisor and PTC to action.</i>
<b>Date that feedback was provided to staff member:</b>		<b>PTC to complete:</b>
<b>Optional staff member response in regards to feedback (please enter here):</b>		
<i>Example: in response to the Committee request, I have registered for various activities in TIU and will attend Committee meetings in the future</i>		

**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)

FINAL