

Dear Line Manager,

The [Academic Unit] Academic Probation Committee is scheduled to meet on [Date].

You have staff member(s) that will be presented for review at this meeting.

Reviews of probation are required to be carried out annually as a minimum and in the final year a formal review must be conducted no less than six months prior to the conclusion of the probation period (refer to clause 3. [Procedures on Probation – Academic Staff](#))

Regular feedback is vital in any performance development and management process so that the staff member is aware of their progress and performance in the role and their ability to satisfy the requirements of the position and make adjustments where necessary.

It is the responsibility of the Professorial Lead / Line Manager, to provide that assurance or conversely, an assurance that they are addressing any underperformance in line with policy and procedure. It is your staff members responsibility to complete all the required training within the stipulated time frames and provide you in advance, with the required documentation and information to conduct these discussions successfully.

1. Your [SharePoint Line Manager folder](#) contains details of your staff member(s) that the Committee will review. Please only action for those staff folders tagged as 'xx review scheduled for [month year]'. 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.
2. To enable the Committee to assess your staff member's performance, please arrange to first meet with the staff member(s) to discuss their progress. People Central has notified them of the upcoming review and has asked them to provide you with the their latest [ASAR](#), CV, [SPRT](#) (if relevant) and completed training dates, and for final reviews only, an optional Academic Probation Staff Member Statement ahead of this meeting.
3. Complete the relevant section of the [Academic Probation Review Summary](#) (located within the staff member's SharePoint folder), update any changes to position and copy in the completed training dates and upload all required documentation to their folder by **COB [Date]**.

*You can upload to SharePoint by dragging and dropping documents from the Share Drive or using the 'Upload' toolbar option.*

#### Checklist

- Arrange a time** to meet with your staff member
- Receive documents and date in advance** from your staff member
- Upload the documents** to the staff member's SharePoint folder.
- Meet with your staff member**
- If any performance concerns**, contact People Central immediately
- Complete the Academic Probation Review Summary** (as above with training dates)
- Complete by cut-off date COB [Date – 10 working days prior to meeting]**

**\*\*All reviews scheduled will be presented for review, including those with incomplete documentation\*\***

If you will not be able to complete the documentation in time for this review, please reach out to the Academic Probation Committee (chaired by the Executive Dean) as soon as possible to make alternative arrangements.

Please see the [Academic Probation for Line Managers](#) website available via the People, Talent and Culture [Probation](#) webpage for more information.

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](#)

[Org2] Reminder: Academic Probation Committee Review – please upload documentation by [Date]  
\*reminder preparation email to Line Manager

**\*\*Please ignore this email if you have already completed / uploaded the documentation\*\***

Dear Line Manager,

A friendly reminder that you have staff member(s) due for their academic probation review by the UniSA [\[Academic Unit\]](#) Academic Probation Committee scheduled to meet on [\[Date\]](#) and the cut-off date for documentation completion / upload is coming up shortly.

If you have not yet completed / uploaded the relevant documentation to the SharePoint folder, could you please do so by [\[Date – 10 working days prior to meeting\]](#) so that we can ensure your staff member's performance can be reviewed in accordance with the [Procedures on Probation – Academic Staff](#). 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 note: all reviews scheduled will be presented for review, including those with incomplete documentation.***

If you will not be able to complete the documentation in time for this review, please reach out to the Academic Probation Committee (chaired by the Executive Dean) as soon as possible to make alternative arrangements.

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