

**[Org2] Action: Academic Probation Review – please prepare documentation  
\*preparation email to staff member**

Dear Staff Member,

The University has a policy that guides the management of the probation process for academic staff, with your employment currently subject to a probationary period.

Reviews of probation are required to be carried out regularly throughout the probation period and annually as a minimum. Each academic unit has a stand-alone Academic Probation Committee which meets monthly to consider the progress of academic staff on probation. The UniSA **[Academic Unit]** Academic Probation Committee will meet in **[Month Year]** and I can confirm your probation will be reviewed at this meeting.

Your Line Manager has been asked to review your progress and prepare documentation for the Committee’s consideration. All staff have a responsibility towards the success of their probationary period. To assist with this process, you are requested to meet with your Line Manager to review your probation objectives.

**Please forward this email to your Line Manager with the following prior to the meeting:**

- Attach your latest **ASAR, CV and SPRT** (if there is a teaching component to your role)
- Attach an **Academic Probation Staff Member Statement** (this is optional and only required for the final review)
- Add the dates of your scheduled or completed training to the table below**  
*(available from the Qualification and Development tab in [myDetails](#). Please note: completion dates will only be registered if all modules of the training were attended. If you believe you have completed all modules in a session, but it is not reflected in myDetails please contact the relevant unit.)*

Mandated and Other Training											
See <a href="mailto:AcademicPractice@UniSA">Academic Practice@UniSA</a> for required components. Must be completed in your first year (Level A-C)			See your Induction booklet for details on this training.								
Teaching @ UniSA (TIU)	Research @ UniSA (RIS)	Supervising @ UniSA (RIS)	Tutoring @ UniSA	Corporate Induction	Local / Unit Induction	Safety & Wellbeing @UniSA	Aboriginal Sensitivity and Respect	SASH Training*	Academic Integrity	Research Integrity	Cyber Security

*\*Any concerns regarding completing this module can be confidentially discussed with People and Organisational Development*

Further information on the Academic Probation process of can be found in the [Procedures on Probation – Academic Staff](#).

Your Line Manager will contact your shortly to arrange a time to meet but please reach out to them if you haven’t received a meeting request within the next fortnight.

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](#)