

Dear [Line Manager First Name],

You will be welcoming [insert name] to [Academic Unit] on [Date] in the position of [Position Title].

The following information will assist you to induct your staff member, encourage and support their development, and to conduct the required academic probation reviews in line with the [Policy](#) and [Procedure](#).

Induction Plan

The [Induction Booklet for Academic staff members](#), will support the commencement of your new staff member. Please feel free to tailor the booklet to the specific requirements of the position. Please highlight the importance of registering for the required training as soon as possible.

Performance Development and Management Plan (PDMP)

Please download the 'PDM Plan template' for academic staff and the 'Framework' from the [Performance Development & Management \(PDM\)](#) webpage. You will use this to support and record your performance conversations with the staff member. A copy of the Position Description was sent to you with a copy of the contract. Please use this for reference when setting up and reviewing the PDMP. If the staff member is working with a research lead, input should be sought from them during this process. Please ensure that you meet with your new staff member and finalise their PDMP within the first four (4) weeks after commencement.

PDM vs Academic Probation

One of your regular PDM conversations can incorporate the staff member's annual probation review conversation but please note, this is a different discussion to the PDM, which focusses on development. The Academic Probation process is an assurance for the Executive Dean and the Academic Probation Committee, that the staff member is performing satisfactorily and meeting all requirements and expectations.

Academic Probation Reviews

Academic staff are generally engaged on a three-year probationary period. 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](#)). You will be notified 6-8 weeks prior to the scheduled reviews for your staff member, which will occur at 9, 18 and 27 months (as in the table below). You will be given probation review preparation instructions and referred to an allocated probation SharePoint folder, located within your secure folder at [SURNAME, First name]. Please bookmark this for future reference.

Initial Review (9 months)	Mid-Point review (18 months)	Final Review (27 months)
[Date]	[Date]	[Date]

Further information:

- The People, Talent and Culture [Probation](#) webpage links to the [Academic Probation for Line Managers](#) website and provides guidance on how to prepare for each review, you and your staff members responsibilities and the importance of review timings and FAQs.
- At any point during the induction / probation period, if you need support, please speak with your line manager or contact People Central via HR@unisa.edu.au.
- Any recommendation to terminate employment or extend probation must be in accordance with the [Procedures on Probation – Academic Staff](#) and should be discussed in the first instance with People Central via HR@unisa.edu.au.
- General and confidential support regarding performance management is also available through our [Managers Assist EAP service](#).

Next Steps

Please provide People Central (HR@unisa.edu.au) with the date that your first PDMP meeting was held (immediately after your meeting) so that it can be recorded on the HR system. At the completion of the induction process please return the completed and signed copy of the Induction booklet to People Central.

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](#)