

## LONDON SOUTH BANK UNIVERSITY

### PROBATIONARY PROCEDURES FOR SUPPORT STAFF

1. For all support staff:

- i) The line manager concerned will report the probationer's progress in writing to the Human Resources Department at the end of the interim stage and before the end of the probationary period recommending one of the following:
  - a) Where the service has been satisfactory, the confirmation of the appointment at the end of the probationary period.
  - b) Where the service has not been wholly satisfactory but is improving, extension of the probationary period up to a maximum of twenty weeks.
  - c) In the event of unsatisfactory service, the termination of the appointment during, or at the end of, the probationary period.
- ii) If confirmation of appointment at the end of the probationary period is recommended, the individual will be so informed in writing.
- iii) If extension of probation or termination of appointment is recommended, the Executive Dean/Head of Department concerned will consider the case, consulting with the line manager.

He/she may decide:

- a) Not to accept the recommendation, but to confirm the appointment at the end of the probationary period.
  - b) To extend the probation.
  - c) To recommend or to support the recommendation for the termination of appointment.
- iv) If termination of appointment is recommended or supported by the Executive Dean/Head of Department, the probationer will be notified in writing and invited to attend a meeting with the Executive Dean/Head of Department. The meeting may be delegated to a Pro Dean, Deputy Head of Department or other relevant senior manager of the Faculty or Department.

A member of the Human Resources Department will attend the meeting and the probationer has the right to bring a companion to the meeting who may be a colleague or a trade union representative. The person chairing the meeting will write to the probationer within ten working days of the meeting, to confirm their decision.

- v) In each case where extension of probation is supported, a further review will take place no later than the end of twenty weeks. This review will lead to a recommendation for either:
  - a) Confirmation of appointment, or
  - b) Termination of appointment. In this event, the procedure at (iv) will be followed.
- vi) In any case where termination of appointment is confirmed following a meeting, the probationer concerned will have the right of appeal to the Vice Chancellor. The Vice Chancellor may delegate this stage to a Pro Vice Chancellor.

The Vice Chancellor (or his/her delegate) will consider all of the written evidence, will consider the grounds of appeal and at the meeting will ask the probationer to explain their grounds for appeal. A member of the Human Resources Department will attend the meeting and the probationer has the right to bring a companion to the meeting who may be a colleague or a trade union representative. The person chairing the meeting will write to the probationer within ten working days of the meeting, to confirm their decision. This decision will be final.

- 2. For Heads of Department, the arrangements as above will apply generally except that the appropriate Pro Vice Chancellor will act as the reporting officer and any meeting to consider termination of appointment will be conducted by another Pro Vice Chancellor.
- 3. The duration of the probationary period and reviews will be as determined by the contract of employment in accordance, where they apply, with the agreed terms and conditions of service for support staff. Throughout the period of probation the probationer will be kept fully informed of his/her progress and will be given copies of any written reports made.

Human Resources Department

Updated and Agreed by the Senior Management Team, October 2005