

LONDON SOUTH BANK UNIVERSITY

PROBATIONARY PROCEDURES FOR ACADEMIC STAFF

1. Staff up to and including the position of Associate Professor:
 - i) The Head of Division concerned will report the probationer's progress in writing to the Human Resources Department before the end of the probationary period recommending one of the following:
 - a) Where the service has been satisfactory, the confirmation of the appointment.
 - b) Where the service has not been wholly satisfactory but is improving, extension of the probationary period.
 - c) In the event of unsatisfactory service, the termination of the appointment either during, or at the end of, the first year.
 - ii) If confirmation of appointment is recommended, the probationer will be so informed in writing.
 - iii) If an extension of the probationary period, or termination of the appointment is recommended, the matter will be referred to the Dean of the School concerned who will consider the case, consulting with the Head of Division.

He/she may decide:

- a) Not to accept the recommendation, but to confirm the appointment.
 - 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 by the Dean, the probationer will be notified of this in writing and will be invited to attend a meeting with the Dean. The meeting may be delegated to a SET Director or other relevant senior manager of the School.

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 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 the fourth term of the appointment. 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 by the Dean following a meeting, the probationer concerned will have the right of appeal to the Vice Chancellor. The Vice Chancellor may delegate this stage to the Deputy Vice Chancellor or 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. There will be some cases where a Head of Division, Professor, SET Director or Dean is subject to a probationary period. The arrangements as above will apply generally although the length of the probationary period will be in accordance with the contract of employment. In the case of probation of a Head of Division, Professor or SET Director, the appropriate Dean of the School will act as reporting officer and any meeting to consider termination of appointment will be conducted by the Deputy Vice Chancellor. In the case of probation of an Dean, the appropriate Deputy Vice Chancellor will act as reporting officer and any meeting to consider termination of appointment will be conducted by a Pro Vice Chancellor.
3. Throughout the period of probation the new member of staff will be kept fully informed by the Head of Division/ Dean 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
Names and titles updated September 2015

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