

Professional Development Programme: Criteria for Lecturer (E&R) Probation

The probationary period is an important time for you to develop the skills and competencies you need to be effective and successful. We expect the Exeter Academic to demonstrate that they meet the expectations of a Lecturer within 3 years, which is the standard length of probation for new Lecturers, but it may be possible to confirm your appointment earlier if all the expectations have been achieved¹.

The Exeter Academic webpages provide more information about how the probation process operates at Exeter and how maternity leave and other extended periods of absence impact upon probation.

For your appointment to be confirmed, you should be performing consistently at a satisfactory level in all three of the areas of academic activity of:

- Education
- Research and Impact
- Academic Citizenship

as summarised below.

EDUCATION

Exeter Academics are committed to providing an excellent student experience that is characterised by high quality and innovative research-led teaching and student support to produce graduates and postgraduates of distinction.

Exeter Academics are also committed to their own continuous professional development through critical self-evaluation and other forms of assessment of their teaching practice.

Exeter Academics will contribute to the aims of our Education Strategy² by delivering teaching at undergraduate and postgraduate level and developing and supervising researchers.

EDUCATION EXPECTATIONS FOR LECTURER PROBATION
For your appointment to be confirmed and your period of probation to be completed satisfactorily, you will be expected to:
➤ gain Fellowship of the Higher Education Academy by successfully completing the University's Academic Professional programme or ASPIRE during the probationary period ³ ;
➤ demonstrate effective contribution to teaching, evidenced by (inter alia) good student feedback, good module evaluation and formal peer observations/reviews;
➤ increase teaching commitments over the probation period to a level similar to other staff in the discipline;
➤ hold an active role in requisite design, review and QA processes;
➤ perform the role of personal tutor;
➤ demonstrate capacity to be a sole or joint module leader (or equivalent level of responsibility in your College) for either a complex team-taught module or several individual modules;
➤ mentor staff (eg Postgraduate Teaching Assistants) as assigned;

¹ To enable us to properly assess your contribution at the University of Exeter, the earliest we would assess your suitability for confirmation of appointment would be after one year.

² See <http://www.exeter.ac.uk/about/vision/educationstrategy/>

³ This is an essential requirement which you will be expected to complete within your probationary period – see <http://www.exeter.ac.uk/staff/development/academic/academicprofessional/>

- develop capacity for innovative teaching (eg. Digital Learning) and approaches to student support and guidance.

It is recognised that you may not have the opportunity to undertake all of the examples given above. Your academic manager will discuss the appropriate expectations with you. The expectations agreed for you will be recorded and shared with you by your academic manager.

RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE

The University of Exeter is an outstanding research-intensive university, known globally for its research excellence and impact. We encourage interdisciplinary working and have developed research strategies that break down internal boundaries and work in areas that fit closely with international research priorities.

Exeter Academics contribute to the aims of our Research and Impact Strategy¹ by: undertaking research which creates new knowledge leading to high quality research outputs; attracting competitive levels of research funding; engaging in knowledge exchange activities and delivering research impact; which helps to provide an excellent research environment including for the supervision of post-graduate research students.

Exeter Academics are also committed to applying all appropriate legal, ethical, professional and regulatory frameworks to the design and conduct of the research and to the principles of Open Research.².

Exeter Academics contribute to our collective vision to develop a stimulating disciplinary and interdisciplinary environment and a vibrant centre for new ideas by developing a research profile that (as appropriate to the discipline):

- meets international standards of excellence;
- includes international collaborations and publications;
- is interdisciplinary and collaborative (as appropriate);
- is disseminated and has an impact in the wider community;
- is reflected through high quality and successful grant applications.

However, we recognise that, as your career develops, you will demonstrate excellence in some of these areas which complements the strengths of your colleagues to successfully achieve high quality, engaged and impactful research in your discipline and College.

RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE EXPECTATIONS FOR LECTURER PROBATION

For your appointment to be confirmed and your period of probation to be completed satisfactorily, you will be expected to demonstrate your ability to build a sustainable research profile at an internationally excellent level appropriate to – and contributing to the success of - your discipline, research groups, College and the University’s Research and Impact Strategy.

To demonstrate this, you will normally be expected to have achieved all of the research expectations summarised below based on research substantially undertaken during your employment with the University of Exeter. However, the University will interpret these expectations flexibly, taking account of the progress of your academic career prior to joining the University of Exeter and the specific characteristics of your discipline, so that we can make an informed and balanced assessment of your potential and progression. Your academic manager will discuss the appropriate expectations with you. The expectations agreed for you will be recorded and shared with you by your academic manager.

At the beginning of the probationary period a development plan will be agreed between you and your academic manager. The plan will identify support and training needs to build awareness of the external

funding environment and extend understanding of general and discipline-specific components of successful funding applications, funder scheme specific requirements, and discipline, College and University processes for internal review. It will also outline a timeline for the preparation of funding applications within the probationary period.

Progress on the timeline will be reviewed at regular intervals in meetings between you and your academic manager.

Success in achieving research funding appropriate to the University's research strategy would be expected to accelerate your career progression as an Exeter Academic, other things being equal.

- research outputs: publication (or acceptance of publication) of outputs assessed by the University as being internationally excellent or recognised as world leading with a consideration of originality, rigour and significance, a useful example of criteria might be the REF guidelines;^{3,4}
- research awards: The University expects the Exeter Academic to achieve external research funding appropriate to their academic discipline. During the period of probation we expect Lecturers to demonstrate their ability to achieve external research funding consistently throughout their career at Exeter. Most Lecturers will be successful in achieving at least one significant research grant (as main or co-applicant) during their period of probation but, recognising the competitive environment of research funding (which differs between academic disciplines), as a minimum we would expect you to have submitted at least two external funding applications for significant grants (as defined by the College Executive) that have been reviewed as fundable by internal peer review process⁴;
- research impact and knowledge exchange: where appropriate, take part in knowledge exchange or impact-focused activities (including consultancy, intellectual property, commercialisation through licenses and spin-outs and regional knowledge exchange projects, or working with non-academic partners such as, members of the public, and public, private or voluntary sector organisations). These will ideally be activities with some specific planned knowledge exchange or impactful outcomes with a focus on evidence collection to develop case studies, if required;
- presentation of work, substantially developed at Exeter, at major academic conferences of international standing;
- research supervision: where appropriate, demonstrate evidence of your ability to supervise other researchers through (for example) supervision (or acting as co-supervisor) of at least one postgraduate research student or postdoctoral Research Fellow.

ACADEMIC CITIZENSHIP

Exeter Academics play an active role within the University community and the wider community. Academic citizenship is essential to the development of a successful academic career, although the expectations may vary at different times in your career.

It is characterised by taking on leadership and management roles within your discipline, College and the University, serving on working groups, supporting and developing less experienced colleagues and

Footnotes

- 1 <http://www.exeter.ac.uk/research/inspiring/strategy/>
- 2 <http://www.exeter.ac.uk/research/openresearch/policies/exeter/>
- 3 The REF2021 output assessment criteria can be found here https://www.ref.ac.uk/media/1092/ref-2019_01-guidance-on-submissions.pdf p.84. Please note that the University is committed to ensuring the output criteria continue to be relevant.
- 4 The quality of outputs will be assessed by internal review.
- 5 Where the first application for funding is successful, in some circumstances, depending on the size of the grant and the length of the project, it may not be appropriate to submit a further funding application before the completion of the period of probation. This should be confirmed with the Head of Discipline, after consultation with the Director of Research and Associate Dean for Research.

engaging in a supportive and collaborative working environment with academic and Professional Services colleagues and with partners outside the University.

It also includes contributing to the development and achievement of College plans and the University's strategies for Education, Research, Impact, Innovation and Business Engagement and Global Engagement and Development.

Academic Citizenship also takes account of how you work, as well as what you do. Exeter Academics will consistently demonstrate:

- the University's Global 100 values
- the University's commitments to equality and diversity and dignity and respect
- adherence to the University's Code of Good Practice in the Conduct of Research and all appropriate legal, ethical, professional and regulatory frameworks required by the University, funding bodies and legislation.

ACADEMIC CITIZENSHIP EXPECTATIONS FOR LECTURER PROBATION
For your appointment to be confirmed and your period of probation to be completed satisfactorily, you will be expected to:
➤ make an effective contribution to management and administration within your discipline or College;
➤ participate in professional activities such as meetings of professional/subject organisations;
➤ initiate and participate in appropriate activities of: <ul style="list-style-type: none"> • widening participation and outreach; • business engagement and innovation; • global engagement and internationalisation.
➤ manage all administrative and student related matters within the scope of your teaching;
➤ take an active role in student recruitment activities.

The examples above are indicative. It is recognised that you may not have the opportunity to undertake all of the examples given above. Your academic manager will discuss the appropriate expectations with you. The expectations agreed for you will be recorded and shared with you by your academic manager.