

**Updated Aug 22**

**ER01**

Professional Development Programme

Targets and Annual Review of Targets – Lecturer (E&R) Probation

Notes for Guidance

1. This form is to be used for those Lecturers in the Education and Research scheme that are on the 3 year PDP programme. If you are unsure please check with your HR Partner.
2. Please read the full [Probation process for Lecturer (E&R)](http://www.exeter.ac.uk/media/universityofexeter/humanresources/learninganddevelopment/exeteracademic/eandrdocuments2017/Probation_process_for_Lecturer_(E&R).pdf) before completing the form.
3. Please read the full criteria for [Lecturer (E&R) Probation](http://www.exeter.ac.uk/media/universityofexeter/humanresources/exeteracademic/eandrdocuments2017/Criteria_for_Lecturer_probation_(E&R).pdf) available on the [Exeter Academic](http://www.exeter.ac.uk/staff/exeteracademic/) website and [Appendix A](#Appendix_A) for further details of the expectations of the University.

1. This form should be fully completed throughout the three-year period of probation: it will aid the completion of the final paperwork for the Faculty Review Panel.
2. This form shall be stored by the Faculty and Human Resources, each year the relevant page can be added to the file.

1. This form should begin to be completed within four weeks of starting your appointment.
2. You should discuss this form as part of your annual PDR and update the form with progress towards the agreed targets.

1. The Academic Manager will undertake all line management responsibilities including induction and probation will be confirmed following appointment.
2. In UEMS Heads of Institutes can sign where it states HOD/Deputy HOD.
3. Electronic signatures are acceptable throughout this form.

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| Name of Lecturer |  |
| Department |  |
| Faculty |  |
| Date of Appointment | *DD/MM/YYYY* |
| Name of Academic Manager |  |
| Confirmation of completion of [mandatory training](http://www.exeter.ac.uk/staff/development/mandatory/) |  |

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| **PROFESSIONAL DEVELOPMENT PROGRAMME (PDP) TARGETS TO BE ACHIEVED WITHIN THE PERIOD OF PROBATION** |
| **AGREED TARGETS (To be completed within four weeks of appointment)**  Please ensure all areas from the standard targets in [Appendix A](#Appendix_A) have been covered. |
| **Confirmed Education Targets**  (to be completed by Academic Manager) |
| Targets as stated in [Appendix A](#Appendix_A) or as modified below |
| **Confirmed Research, Impact and Knowledge Exchange Targets** (to be completed by Academic Manager) |
| Targets as stated in [Appendix A](#Appendix_A) |
| **Academic Citizenship Targets** (to be completed by Academic Manager) |
| Targets as stated in [Appendix A](#Appendix_A) or as modified below  (Include all University [mandatory training](http://www.exeter.ac.uk/staff/development/mandatory/)) |

**All probationers are expected to satisfactorily complete all relevant** [**mandatory training**](http://www.exeter.ac.uk/staff/development/systems/mandatory/) **as outlined on the** [**Learning and Development website**](http://www.exeter.ac.uk/staff/development/)**.**

**Date of meeting:**

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |

**TARGET MONITORING – YEAR 1**

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| --- | --- |
| **Education Target Monitoring** | |
| **Progress towards targets end of Year 1** |  |
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| **Research, Impact and Knowledge Exchange Target Monitoring** | |
| **Progress towards targets end of Year 1** | Show how progress is being made and add in your publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. |
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| **Academic Citizenship Target Monitoring** | |
| **Progress towards targets end of Year 1** |  |
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| **Key Achievements** |
| Please summarise key achievements. |
| **Additional Information** |
| This section can be used to provide additional information relating to your achievements during your probation. This can include:  **(1)** Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.  **(2)** Confirmation of other contributions you have made not defined elsewhere on this form.  **(3)** How your plans and achievements changed as a consequence of Covid-19. |

**Satisfactory progress has / has not\*[[1]](#footnote-1) been achieved this year (to be completed by Head of Department/Deputy Head of Department)**

**Development needs should also be recorded on the ePDR form. Should satisfactory progress not be made the Senior HR Partner should be contacted with regards to process**

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| **Agreed actions to support the achievement of targets** |
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**Date of meeting:**

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |

**TARGET MONITORING – YEAR 2**

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| **Education Target Monitoring** | |
| **Progress towards targets end of Year 2** |  |
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| **Research, Impact and Knowledge Exchange Target Monitoring** | |
| **Progress towards targets end of Year 2** | Show how progress is being made and add in your publications in year 2, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. |
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| **Academic Citizenship Target Monitoring** | |
| **Progress towards targets end of Year 2** |  |
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| **Key Achievements** |
| Please summarise key achievements. |
| **Additional Information** |
| This section can be used to provide additional information relating to your achievements during your probation. This can include:  **(1)** Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.  **(2)** Confirmation of other contributions you have made not defined elsewhere on this form.  **(3)** How your plans and achievements changed as a consequence of Covid-19. |

**Satisfactory progress has / has not\*[[2]](#footnote-2) been achieved this year (to be completed by Head of Department/Deputy Head of Department)**

**Development needs should also be recorded on the ePDR form. Should satisfactory progress not be made the Senior HR Partner should be contacted with regards to process.**

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| **Agreed actions to support the achievement of targets** |
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**Date of meeting:**

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| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |

**TARGET MONITORING – YEAR 3 (if required)**

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| **Education Target Monitoring** | |
| **Progress towards targets end of Year 3** |  |
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| **Research, Impact and Knowledge Exchange Target Monitoring** | |
| **Progress towards targets end of Year 3** | Show how progress is being made and add in your publications in year 3, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. |
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| **Academic Citizenship Target Monitoring** | |
| **Progress towards targets end of Year 3** |  |
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| **Key Achievements** |
| Please summarise key achievements. |
| **Additional Information** |
| This section can be used to provide additional information relating to your achievements during your probation. This can include:  **(1)** Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.  **(2)** Confirmation of other contributions you have made not defined elsewhere on this form.  **(3)** How your plans and achievements changed as a consequence of Covid-19. |

**Satisfactory progress has / has not\*[[3]](#footnote-3) been achieved this year (to be completed by Head of Department/Deputy Head of Department)**

**Development needs should also be recorded on the ePDR form. Should satisfactory progress not be made the Senior HR Partner should be contacted with regards to process.**

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| **Agreed actions to support the achievement of targets** |
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**Date of meeting:**

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| --- | --- |
| **Signed** | **Date** |
| Member of staff: |  |
| Academic Manager: |  |
| HOD/Deputy HOD: |  |
| Deputy PVC: |  |

**APPENDIX A: STANDARD TARGETS**

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| **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 during the probationary period[[4]](#footnote-4); |
| * 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 Faculty) for either a complex team-taught module or several individual modules; |
| * mentor staff (eg Postgraduate Teaching Assistants) as assigned; |
| * 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.

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| **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, Faculty 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, Faculty 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 Faculty Executive) that have been reviewed as fundable by internal peer review process[[5]](#footnote-5); |
| * 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. |

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| **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 Faculty; |
| * participate in professional activities such as meetings of professional/subject organisations; |
| * initiate and participate in appropriate activities of:   + 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.

1. \* = delete as appropriate [↑](#footnote-ref-1)
2. \* = delete as appropriate [↑](#footnote-ref-2)
3. \* = delete as appropriate [↑](#footnote-ref-3)
4. 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/> [↑](#footnote-ref-4)
5. 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 Department/Deputy Head of Department, after consultation with the Director of Research and Associate Dean for Research. [↑](#footnote-ref-5)