



PRIFYSGOL
BANGOR
UNIVERSITY

PROBATION POLICY AND PROCEDURE
ORDINANCE 24

| Rev | Date | Purpose of Issue/Description of Change | | Review Date |
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| 1. | | | | |
| 2 | | | | |
| 3. | | | | |
| Policy officer | | Senior Responsible Officer | Approved By and Date | Equality Impact Assessed and date |
| Deputy Chief People Officer | | Chief People Officer | University Council 30.09.24 | 20.08.24 |

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1 PRINCIPLES

- 1.1 This Policy and Procedure represents the relevant Ordinance in relation to the University's approach to probation matters for all staff. This Ordinance has been negotiated and agreed with the Unions, has been approved by the University Council and forms a term of all relevant contracts of employment.
- 1.2 The purpose of the probationary period is to allow time for both the employer and the employee to assess the suitability of the position during a specified time period within a managed procedure and should help create a positive and supportive working environment, allowing new staff to settle into the organisation and learn the key elements of the job. All staff will be expected to have a workload appropriate to their probationary status and, to allow the employee to satisfactorily carry out their duties and responsibilities, they will be inducted to the University, at both University wide and local levels and be given the training and support required to meet the requirements of their role.
- 1.3 All aspects of performance, attendance and conduct which arise during probation, fall under the probation ordinance and 'performance' should be interpreted accordingly wherever it appears in the ordinance.
- 1.4 Where there is a concern in relation to performance, informal meetings will be held well in advance of the expiry of the probationary period, at which advice, instruction and encouragement should be provided, in a timely manner to allow for opportunity for improvement.
- 1.5 Extended periods of leave, for example maternity leave or significant periods of sickness absence, will not be counted as part of the probationary period, which may be extended by the duration of any such absence.
- 1.6 This Policy and Procedure applies to all appointments, including existing staff members where they move internally within the University to a different role of a different nature, for example at a higher grade, with different duties and responsibilities.

2 FOR EMPLOYEES ON SUPPORT CONTRACTS

- 2.1 Appointments will normally carry a probationary period of 6 months with the possibility of extension up to one year as the University may determine. In determining the length of the probationary period, an account will be taken of previous relevant experience and the length of contract. The 6-month period may be extended where deemed necessary by the University for the staff member to achieve satisfactory performance.

3 FOR EMPLOYEES ON ACADEMIC, MANAGERIAL AND PROFESSIONAL CONTRACTS

- 3.1 Appointments will normally carry a probationary period of two years with the possibility of extension as the University may determine. In determining the length of the probationary period, an account will be taken of previous relevant experience and the length of contract. The two-year period may be

extended where deemed necessary by the University for the staff member to achieve satisfactory performance. Newly appointed Lecturers will be assigned a tutor in a cognate subject during the probationary period, by their Head of School / Department, to whom they can turn for advice on teaching matters, and where possible the allocation of a Mentor.

- 3.2 Heads of Schools and Departments (or equivalent) are required to submit to Human Resources (HR) Probationary Reports at the end of each year of the probationary period having held the respective review meeting. The Probationary Reports will be made available to the employee concerned. Three months prior to the end of the probationary period, there will be a final review meeting with the aim of formally assessing and documenting the standards of work performance against the objectives set at the initial meeting. A decision will then be made regarding whether the appointment will:
- be confirmed;
 - will be extended for a further specified period;
 - or will be terminated.
- 3.3 There is no commitment on the part of the University to confirm an appointment at the conclusion of probation.
- 3.4 In respect of Academic/ Lecturing staff, for an appointment to be confirmed following a period of probation, the University will expect, having regard to experience and opportunities offered, evidence that the member of staff has satisfactorily and competently carried out all duties as have been required (appropriate to the grade and level of the role), acquired any relevant qualifications and attained any defined level of competency in Welsh, and has shown promise of continuing to develop academically and professionally.
- 3.5 In respect of Managerial and Professional Staff, for an appointment to be confirmed following a period of probation the University will expect, having regard to experience and opportunities offered, evidence that the member of staff has satisfactorily and competently carried out all duties as have been required, acquired any relevant qualifications and attained any defined level of competency in Welsh, and has shown promise of continuing to develop professionally.
- 3.6 No Lecturer will progress to grade 8 until they have successfully completed their probationary period.

4 FOR ALL STAFF

- 4.1 Where a Head of School or Department considers there is cause for concern during the probationary period regarding the general approach or performance of the member of staff, advice, instruction and encouragement will be given as appropriate in advance of any Final Report. Where this is the case, informal meetings should be held as soon as possible with the employee. The meeting should:

- clarify what the difficulties are - specifying where and how the individual's performance is not meeting expectations and providing evidence/examples of the problem/issues to be discussed.
 - allow the member of staff an opportunity to raise and respond to any concerns and to explain any difficulties they are facing.
 - discuss the action required by the member of staff to address the problem - set targets specifying in detail what standards of performance are required to reach an acceptable level.
 - identify any training needs or additional support or assistance required in order for the staff member to achieve the targets.
 - set dates by which the target(s) should be met.
 - explain what the consequences may be if the standards/targets are not met, for example, that it may ultimately lead to the individual not being confirmed in post.
 - discuss any actions required by the Head of School / Department and/or nominee and agree timescales for completing these.
- 4.2 A record of the meeting and all agreed action should then be communicated to the staff member concerned.
- 4.3 Before making a final decision to terminate a probationary appointment, the relevant HR Officer and the Head of School or Department, in consultation with the member of staff, will endeavour to resolve the performance issue to everyone's satisfaction. If problems persist, or if there is a recommendation not to confirm an appointment, or if an individual has not complied with a contractual condition, such as completing the Post Graduate Certificate in Higher Education programme, or attaining a defined level of competency in Welsh, then the Chief People Officer will convene a Probationary Review Panel.
- 4.4 The Review Panel will comprise two members; for Academic, Managerial and Professional staff one panel member will be a member of the University Executive and the staff member's Dean of College / Head of School. For Support Staff one panel member will be the staff member's Director and a Senior member of staff from outside of the staff members immediate work area. For all panels support will be provided by a HR representative.
- 4.5 This Review Panel will invite the member of staff to submit written information and will normally meet with the member of staff where it is deemed necessary. The member of staff may be accompanied by a colleague or represented by a Trade Union representative at any meeting held in accordance with this paragraph.
- 4.6 In the event that a decision is made not to confirm the appointment and the member of staff is dismissed, the staff member has the right to appeal this decision in accordance with the process set out in this policy.

5 APPEAL

- 5.1 A staff member has a right of appeal against a decision to terminate their appointment during the probationary period. The staff member's written outcome letter will include details of the arrangements to follow should the staff member decide to appeal.
- 5.2 Staff intending to appeal against the decision to terminate their appointment, must do so promptly, within 10 working days of receipt of the letter confirming this decision. Should the individual require additional time to submit an appeal, they may make a request for a reasonable extension of time. This request must be made within the 10-day time frame. Any such request for an extension of time will be granted at the discretion of the University.
- 5.3 The appeal must be communicated in writing, stating the grounds upon which the appeal is made.
- 5.4 The University will, as far as reasonably practical, seek to hear the appeal within 28 working days of receipt of the submitted appeal. The employee will be informed in writing of the date of and arrangements for the appeal hearing no later than 7 working days in advance of the appeal hearing.
- 5.5 The appeal will be heard by an appeal Chair. A member of the Human Resources Department will support the meeting. The Chair will not have had previous involvement in the case.
- 5.6 As the purpose of the appeal is not a reconsideration of all matters, it is the responsibility of the staff member to state their case and bring to the attention of the panel all relevant documentary evidence that should be considered.
- 5.7 An appeal will not prevent or delay the termination of the staff member's appointment but if the outcome of the appeal overturns the termination then the employee will be reinstated and paid any back pay. Where an appeal against dismissal fails, the termination date will be as set out in the original outcome letter.
- 5.8 The staff member will be informed in writing of the appeal outcome, usually within 10 working days of the appeal meeting. If the timescales are to be longer, this will be communicated to the employee. The appeal panel's decision is final within the procedures of the University.

6 POLICY REVIEW

- 6.1 This Policy and Procedure will be reviewed 12 months from its implementation, and then at regular intervals of not less than three years and will at all times be read and applied subject to the general law. All reviews will be undertaken in consultation with the recognised campus Trade Unions and any changes agreed with them, prior to approval from the University Council.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 This Policy and Procedure has been Equality Impact Assessed based on consultation and information available at the time of the Policy being developed. A further Equality Impact Assessment will be carried out in conjunction with any review of the Policy.