



PROBATIONARY LECTURERS LOCAL AGREEMENT ON PROCEDURE

The following agreement is based on the acceptance by the College and the AUT Local Association of the national agreement on probation

1. Induction and initial training

- (a) The head of the department to which the probationer is appointed will be responsible for ensuring that the running and working of the department is fully explained and understood. This responsibility may be delegated but the head must then satisfy himself that it has been properly discharged.
- (b) The Secretary of the College will provide the probationer with notes giving the general organisation of the College, channels of communication and the committee structure, and copies of the national agreement and the College agreement on probation.
- (c) The probationer will be encouraged to attend appropriate courses which may be available. The probationer will normally be required to attend an introductory course for lecturers such as that organised by the University Teaching Methods Unit.
- (d) The Head of Department will ensure, where reasonably possible, that the probationer has a lighter teaching load than other members of the department for the first year.

2. Supervision

- (a) The Head of Department (first adviser), together with the senior member of the department appointed by him (second adviser), will be the probationer's advisers. After the first year, the second adviser may be changed and this will normally be done if the probationer requests it.
- (b) The Head of Department or second adviser will inform the probationer in writing of the general nature of the duties expected to be carried out and in consultation with the probationer will determine a development programme for the probationary period.
- (c) The advisers will encourage the probationer to go to one or both of them at any time for advice concerning the fulfilment of the criteria on which the probationary period will be judged (as set out in the national agreement). In considering the fulfilment of the requirements of paragraph 6(b) in the national agreement, any clinical and diagnostic responsibilities of a probationer will be fully recognised.
- (d) The advisers will give the probationer due warning in writing of any failings which are sufficiently serious that they could lead, if not corrected, to the non-confirmation of the appointment. A copy of any such warning will be sent to the Secretary and, if the probationer so wishes to the local association of the AUT.

3. Assessment and report

(a) At the end of each probationary year, the advisers and the probationer will discuss in detail the years work. The advisers will then make a written report on the probationers progress in light of the criteria specified in the national agreement and taking into account any clinical and diagnostic responsibilities as mentioned in paragraph 2(c) of the College agreement.

(b) A copy of the written report will be given to the probationer who will have the right, if he thinks the report is unfair or factuality incorrect, to put his views to the advisers. In such an event, the advisers will discuss the report further with the probationer.

(c) A copy of the report, which may have been amended, will then be sent to the Principal and a copy given to the probationer. If the probationer still disagrees with the assessment or regards it as unfair or inaccurate, he may put his views in writing to his advisers and the Principal. Copies of the documents of the advisers and the probationer will be filed in the College personnel records for future reference.

4. Review

(a) Between eight and six months before the expiry of the probationary period the Principal or his nominee will constitute an appointments committee in accordance with the regulations made by the Academic Board, but subject to (e) and (f) below, to consider recommending to the Academic Board that:

either

(i) the appointment be confirmed on completion of the initial probationary period;

Or

(ii) the probationary period be extended for a further year (note the probationary period is not to be extended beyond four years other than in exceptional circumstances);

Or

(iii) the appointment be terminated at the end of the probationary period.

(b) The appointment committee will have before it the probationer's curriculum vitae and the reports of the probationer's advisers together with any written comments of the probationer on these reports.

(c) The appointments committee will consider its recommendation in accordance with the criteria specified in the national agreement on probation, and taking into account any clinical and diagnostic duties and responsibilities as referred to in paragraph 2(c) of the College agreement.

(d) The appointments committee may interview the probationer if he wishes, and, in any event will not adversely advise on a probationer without an interview.

(e) The member of the appointments committee who is "another member of that Department" as specified in para 2(iii) of the regulations relating to the appointments committees shall normally be the probationer's second adviser.

(f) The fifth member of the appointments committee as specified in para 4 of the regulations relating to appointment committees shall be nominated by the Principal in consultation with the Head of Department and the probationer, who may seek the advice of the local association of the AUT. If there is failure to agree between the Head of Department and the probationer, then the Principal will appoint the fifth member. In the

event of the fifth member not being a current member of the university's academic staff, the Principal in consultation with the Head of Department shall nominate a sixth member normally drawn from the University of London's Panels of Experts on Boards of Advisors as specified in para 4 of the regulations relating to appointments committees. In this case, the sixth member shall have the same rights and duties as the fifth member.

5. Appeals

(a) In the event of the council of the College deciding to terminate the appointment of the probationer, the probationer will be informed in writing of the specific reasons. The probationer will also be informed that he has the right to appeal against the decision and his attention will be drawn to the procedures.

(b) If the probationer wishes to appeal against a decision to terminate the probationary appointment, he must advise the Secretary of the College within 14 days of the date of the letter which informed him of the decision to terminate.

(c) Upon being notified of a probationer's wish to appeal, the Secretary of the College will arrange for an Appeals Committee to meet within six weeks. The Appeals Committee will be constituted as follows:

- A member who shall normally be a lawyer and who shall be Chairman, nominated by the Principal of the University;
- A senior member of the staff of another veterinary school in the United Kingdom, nominated by the Principal of the College;
- A member of the staff of another university institution in the United Kingdom, nominated by the president or the Secretary of the Local association of the AUT.

(d) The Secretary of the College will give the probationer not less than twenty-one days notice of the time and place of the meeting of the Appeals Committee.

6. Procedure for appeals committees

(a) The Industrial Relations Officer or the Deputy Industrial Relations Officer of the University will be in attendance and will act as Secretary to the Committee.

(b) The Committee will have before it the following documents:

(i) The probationer's curriculum vitae

(ii) The reports of the probationer's advisers together with any written comments of the probationer on these reports.

(iii) The national agreement and the College agreement on probation

(iv) The minutes of the appointments committee constituted to review the probationers appointment

(c) The probationer will have the right to submit in writing any fresh evidence for the Committee's consideration.

(d) The probationer may be accompanied and assisted by a friend who may be a union representative.

- (e) The probationer or his friend will have the right to make a statement outlining the reasons for the appeal.
- (f) The Principal of the College, or his nominee, will be available and may at the request of the Committee outline the reasons why the appointments committee came to its decision.
- (g) Both parties will be present throughout the hearing and will have the right to call witnesses who shall only be present for the purpose of giving evidence and answering any questions.
- (h) The Appeals Committee will deliberate about their decision in private with the Secretary of the Committee in attendance.
- (i) The decision of the Appeals Committee will be communicated in writing to the probationer and the Secretary of the College as soon as possible.

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