

ANNEX 2A: End of Year/Term Assessment

<b>CONFIDENTIAL</b>		<b>PD.PROB.R1</b>	
<b>RECORD OF PROBATION FOR NON-CLINICAL ACADEMIC STAFF</b>			
This document will be strictly confidential to those involved in the assessment of the probation, including Appointments Committees			
Surname		Forename(s)	
Faculty/Department		Date of Appointment	Term/Year
<b>CRITERIA</b> (these should include any essential development activities identified by the Head of Institution after consultation with the probationer)	Satisfactory	Not Satisfactory	Comments
Teaching (including examining)			
Research			
General Contribution			
Signature of Head of Department/Appraiser			Date
Comments by Probationer			
Signature		Date	

<b>CONFIDENTIAL</b>		<b>PD.PROB.R1</b>	
Please complete a sheet for each year/term of probation with any additional comments and/or supporting statements attached			

## Annex 2B: Final Assessment

<b>CONFIDENTIAL</b>		<b>PD.PROB.A1</b>	
<b>PROBATION FOR NON-CLINICAL ACADEMIC STAFF FINAL ASSESSMENT</b>			
This document will be strictly confidential to those involved in the assessment of the probation, including Appointments Committees			
Surname		Forename(s)	
Title			
Office		Faculty/Department	
Statement by Head of Department/Appraiser (this should include confirmation that the probationer has participated in all 'core' development activities identified)			
Signature		Date	
Comments by Probationer			
Signature		Date	
To be completed by the Head of Department			
	Confirm Appointment	Extend Probation	Non-Confirmation
Recommendation to Appointments Committee			