



# **KUMARAGURU COLLEGE OF TECHNOLOGY**

## **Probation Policy**

### **Policy Statement**

---

- Policy Guidelines for new staff on Probation

### **Purpose of Policy**

---

- KCT recognizes that a supportive and developmental probation process is vital in providing the appropriate level of support and training for new staff members of staff on commencement of their employment.
- To ensure the college is provided with an opportunity to assess the skills, conduct, capability and attendance of new staff member before deciding whether or not to confirm their appointment.
- This policy provides guidance to the procedures of probation for new staff members.

### **Scope**

---

- This policy relates to all newly appointed staff, whose terms and conditions of employment state that their appointment is subject to a probationary period. This includes teaching staff, Non teaching staff and admin staff.

### **Terms of Probation**

---

- The length of the probation period will be stated in the terms and conditions of employment and is dependent on the skills and competencies required for the role. However, the length of probation period will be as follows:
- For Teaching staff
  - 2 years for Assistant Professor to Associate Professor designations
  - 1 year for Professors and above
- 1 year for Non Teaching staff
  
- Administration staff
  - 6 months for Assistant Managers and above
  - 1 year for other Staff
- A performance review will be conducted for all new staff member after completion of probation.
- A mid review of performance will be conducted for the new teaching staff member at the end of 1 year.
- New staff member failing to perform within the probation period will have his/her probation extended for 3 months only. A probation review will be conducted at the end of the extended 3 months and if the performance is found to be good then he/she will be confirmed, else will be asked to separate.

## **Procedures**

---

- The probation process should work along-side the induction process to help create a positive and supportive working environment, allowing new staff to settle into the organization and learn the key elements of the job within a reasonable and realistic timescale.
- HOD will communicate the performance standards expected from the new staff members and will give support, training and feedback necessary to achieve these standards.
- HOD's will use the probationary period to monitor the progress of the performance of the new staff member in reaching those standards.

- HR will advise the HOD of the Probation review.
- [Probation review form](#) can be downloaded or obtained from HR
- Midterm Probation review will be conducted for the new teaching staff member after they complete one year of service by the HOD to monitor the progress of the staff's performance.
- In circumstances where problems arise during a period of probation, the HOD should raise these with the member of staff in a timely manner, and the member of staff must be given an opportunity to respond to any concerns. HOD should discuss the action required by the member of staff to address the problem and where necessary give clear, unambiguous warnings if standards are not met. The HOD should use the Midterm [Probation Review form](#) to keep a record of the discussion and ensure that this is signed by both parties (i.e. the HOD and the employee).
- A panel will evaluate the performance of a faculty member at end of the probation period. The panel will consist of the following members
  - Advisor
  - HoD of department
  - HoD of another department and
  - Member of HR team
- A [Probation Review form](#) is provided for this purpose and must be signed by the panel members, employee and his/her HOD to provide a formal record of the probationary period.
- Clear, comprehensive and accurate records of probation review meetings must be maintained.
- Documentation relating to staff will be treated with the utmost confidentiality.
- Copy of the completed probationary review form will be filed in the employee personal files
- After approval from Joint correspondent, a confirmation letter will be given to the employee

## **Responsibilities**

---

<b>Role</b>	<b>Responsible for</b>
<b>New Staff Member</b>	<ol style="list-style-type: none"><li>1. Demonstrating their suitability for the post for which they are appointed</li><li>2. Participating as required in their induction</li><li>3. Meeting any reasonable objectives within deadlines set</li><li>4. Identifying to their HOD at the earliest opportunity any difficulties they are experiencing</li><li>5. Raising with their HOD any training, development or support which they believe to be necessary in order for them to fulfill the requirements of the role</li></ol>

**HOD**

1. Ensuring the new employee is inducted locally
2. Establishing the standards of performance consistent with the requirements of the position, in line with the job description
3. Communicating the required standards, responsibilities and objectives to the new staff member
4. Providing training and guidance as necessary
5. Monitoring the performance of the staff member.
6. Holding regular one-on-one meetings informally with the staff member in order to ensure a good working relationship and provide feedback on the staff member's progress
7. Arranging and conducting formal probation mid review meetings after completion of one year (for Assistant Professor to Associate Professor) and also at the end of probation for others.
8. Providing appropriate supervision to monitor progress or identify difficulties and provide opportunity for resolution
9. Timely conduct and documentation of probation reviews.
10. Panel members are present for end of probation review.
11. Advising HR of the outcome of the review meeting of the probation period in writing

**Human Resources**

1. Providing HR advice on the probation period for all staff and the new employee.
2. Issuing probation review reminders to departmental HOD's and arranging of the panel members for the Performance review meeting.
3. Obtaining the approval note from Joint Correspondent on confirmation of the staff member

**PROBATION REVIEW FORM FOR NEW STAFF MEMBER**

Before completing this form you are advised to read the KCT Probation Policy & Procedure

*The HOD should ensure that the new staff member is given a copy of this document at each stage of their probation and should retain the original to monitor progress against set objectives at follow-up meetings.*

**Probation Period Record**

Employee name:		
Employee number:		
Designation:		
Department:		
Date of join:		
	Date	Please tick when completed
Midterm review:		
End of Probation review:		

**PART 1: Initial meeting**

This section should be completed by the HOD within a week of the new staff member commencing their employment.

**SECTION A: Objectives**

The HOD should identify specific objectives for the new staff member. These will be statements of what should be achieved during the probationary period

**SECTION B: Development Plan**

To support the employee in achieving these objectives, HOD should identify any training and development needs and specify how and when these needs will be addressed during the probationary period.

**New staff member's Signature:**

**HOD's Signature:**

**Date:**

**PART 2 – Midterm Probation review**

To be completed by the HOD in discussion with the employee.

<i>(please tick)</i>	<b>Improvement required</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>
<b>Quality and accuracy of work</b>				

<b>Efficiency</b>				
<b>Attendance</b>				
<b>Conduct</b>				
<b>Work relationships (team work and interpersonal communication skills)</b>				
<b>Competency in the role</b>				

**If any areas of performance, conduct or attendance require improvement please provide details below.**

**Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation.**

**Summarise the employee's performance and progress over the period**

**New staff member's Signature:**

**HOD's Signature:**

**Date:**



**PART 3 – End of Probation Review**

To be completed by HOD/Panel members in discussion with the employee.

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
<b>Quality and accuracy of work</b>				
<b>Efficiency</b>				
<b>Attendance</b>				
<b>Conduct</b>				
<b>Work relationships (team work and interpersonal communication skills)</b>				
<b>Competency in the role</b>				
<b>Summarise the employee's performance and progress over the period</b>				
<b>Is the employee's appointment to be confirmed?</b>				<b>YES / NO</b>
<b>If NO, please provide reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period.</b>				
<b>The employee may provide any comments about their experience of the probationary process here.</b>				
<b>Should the employee's probationary period be extended?</b>				<b>YES / NO</b>
<b>If YES, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.</b>				

<b>Length of the extension (max 3 months):</b>	
<b>New Probation Period completion date:</b>	
<b>New staff member's Signature:</b>	
<b>HOD's Comments &amp; Signature:</b>	
<b>Date:</b>	

**PLEASE NOTE:** At the final review meeting, the HOD should confirm in writing whether or not the employee has successfully completed their probationary period or an extension of the probationary period.