# **UNIVERSITY OF DUNDEE**

# **PROBATIONARY OBJECTIVES**

**Welcome to the University of Dundee**

We welcome you warmly to the University community and wish to do as much as we can to support you during your period of probation. Probation lasts for three years and enables you to develop and refine your skills as a Lecturer so that, upon completion, you are established as a valued and valuable member of our academic staff.

It is essential that you are fully committed during your probationary period as you will discover challenges as well as new strengths during this time. To aid you through the process your School will provide support and mentoring to help ensure you are in the best positon to meet the probation requirements.

With this in mind we are sending you, with your contract of employment, the core objectives you will be expected to achieve incrementally over the full term of your probation, along with the Criteria for Completion of Probation. When you discuss and develop your specific objectives for your first and subsequent years of probation with your academic line manager (which are then approved by your Dean) there may be adjustments made according to your discipline. A check will be made to ensure the objectives being set fulfil the requirements of the Criteria for Completion of Probation at the end of your probationary period.

The following objectives cover the full range of academic activities and the examples given are listed progressively from those you might be expected to achieve in your first year of probation to those it is projected you will achieve in year 3.

**Workload**

* Completion of all work allocated to the probationer.
  + *This objective is applicable to all years of probation.*

**Teaching**

* Teaching and assessment in the range of formats and levels relevant to the discipline.
  + *The objective is to be specified by the academic line manager and approved by the Dean each probationary year to ensure the probationer has gained the breadth of experience required for the discipline by the end of probation is proficient in all aspects.*
  + *By the end of year 3 the probationer will have implemented, taught and managed a full module in their discipline to a high standard.*
* Use of peer review feedback of teaching by more experienced academic staff; feedback from students; external examiners; Associate Deans and academic line manager. Evidence of quality; the assimilation of formative feedback and demonstration of how this has influenced the Probationer’s teaching.
  + *This objective is applicable to all years of probation.*
* Innovation in teaching as capability develops
  + *Progressively over 3 year period* *the probationer will demonstrate the ability to write new courses; deliver teaching using technology and/or other innovative techniques; supporting the teaching of others.*
* Contribute to the curriculum planning and development at incremental levels of involvement throughout the full probationary period.
  + *The objectives in years 1 and 2 will relate to the appropriate level of involvement and will be specified by the academic line manager and approved by the Dean.*
  + *By year 3 the objective must be that expertise has been built to the point where the probationer is influencing the decisions of curriculum planning and development particularly in relation to their specialism.*

* Build on and augment knowledge, understanding and implementation of quality assurance processes and procedures.
  + *The objectives in years 1 and 2 will be to gain the level of knowledge and understanding specified by the academic line manager and approved by the Dean.*
  + *By year 3 the objective will be that the knowledge and understanding have been built to the point where the probationer is fully proficient in all aspects of QA.*

**Research** (for probationers on **Teaching & Research** contract only)

* Progressively produce outputs appropriate to discipline for publication or other channels which meet the required standards of assessment in line with the School’s research strategy, and for submission to REF, appropriate to the probationer’s career stage.
  + *The objectives in years 1 and 2 will be proposed by the probationer and will relate to the outputs, intended publications etc. and timescale. The proposal will be made at the initial objective setting meeting via the academic line manager and approved by the Dean.*
  + *By year 3 the successful objectives above must have been built to the point where the probationer has produced at least two 3\* publications or equivalent suitable for high quality publications as assessed by peer review. Where there has been collaboration the probationer must have contributed a major proportion of the output.*
* Work in stages towards producing a significant grant application as PI/joint PI with major input over the 3 years of probation.
  + *The objectives in years 1 and 2 will be specified by the academic line manager and approved by the Dean focussed on:*
    - *understanding the grant application process*
    - *writing and refining the grant application after feedback*
  + *By Year 3*
    - *has submitted the grant application to prestigious funding bodies, relevant to the discipline.*
    - *has secured some research funding: ideally a successful grant application but at least, for example, a small grant for the financing of travel associated with research.*
* Evidence of having contributed to the research community.
  + *The objectives for years 1 & 2 will involve e.g. attendance at seminars; regular attendance in student groups.*
  + *By Year 3 the probationer should show evidence of:*
    - *actively seeking opportunities for collaboration in research*
    - *engagement in peer review of journal or grant submissions*
    - *engagement with research networks etc.*
  + *By Year 3, supervision of a research student within a supervision team.*

**Scholarship** (for probationers on **Teaching & Scholarship** contract only)

* Pedagogical enquiry
  + *In years 1 and 2 the objective will be to explore and trial the range of pedagogical approaches appropriate to the discipline.*
  + *Expansion of knowledge, understanding and application of pedagogical methods and practice.*
  + *By year 3, the probationer should show evidence of a coherent and focused profile of pedagogical enquiry which has influenced the design and delivery of teaching.*
* Engagement with external bodies

*In year 1 the objective will be to develop links and contacts with relevant external bodies.*

* + *In years 2 & 3 effective participation in professional bodies’ networks and activities with the aim of enhancing scholarly development and personal profile.*

**Contribution to the Wider Community**

* Involvement in external activities.
  + *The objectives in the first year will be attendance at meetings and networking.*
  + *In years 2 & 3:*
    - *greater involvement is expected to be evidenced in professional associations where relevant e.g. Law, Architecture, clinical subjects or government or national committees.*
    - *organising seminars.*
    - *knowledge exchange of research/scholarship.*

**Contribution to the School and Academic Community**

* Involvement in School and University activities.
  + *The objectives in the first year will include attendance at School Boards and a selection of other School and University fora.*
  + *In years 2 & 3 involvement in a School or University cross-cutting project or an active member of a School or University committee.*

**Personal Development**

* A programme of continuous learning throughout the 3 years of probation including:
  + *The objectives in Year 1 must include:*
    - *the University’s online Equality & Diversity training.*
  + *Ideally in year 1 but to be completed by the end of the probationary period:*
    - *completion of the Associate Module of the Postgraduate Certificate in Academic Practice in Higher Education (PGCAPHE).*
  + *In addition, as specified by the academic line manager/Dean:*
    - *Any training considered necessary and relevant to role.*
    - *CPD, if required by discipline.*

**NB: These draft objectives are illustrative only and may require adjustment. On appointment you will meet with your academic line manager and agree your specific objectives for your first year of probation and these will require to be approved by your Dean.**