ACADEMIC PROBATION AND ESTABLISHMENT SCHEME APPLICABLE TO: Fixed-Term Appointees with contract > 1 year AND all Permanent Appointees Probation and Establishment Process Flow **PROBATION PROCESS** Data on local **Probation Local Probation Form Local Probation Form** Local Probation Form kept at Month 8 of Year 1 - HR email Form informs completion of Head downloads and issues completed by Head and **local level** – informs completion Head requesting completion **Probation Report** to staff member 4 – 6 weeks appointee over period of of formal **Probation Report** of Probation Report probation period Head and appointee both LPEB review Probation Report sign Probation Report, Successful/unsuccessful probation sent to HR for review by confirmed by LPEB **LPEB ESTABLISHMENT PROCESS -**YEAR 1 (PERMANENT APPOINTEES ONLY) **Local Establishment Form** Local Establishment Form Local Establishment Form Yr 1 Month 8 of Establishment Year Data on local Establishment Yr 1 Head downloads and Yr 1 completed by Head and kept at local level - informs 1 - HR email Head requesting Form informs completion of completion of Establishment issues to staff member 4 appointee over period of completion of ERY1 ERY1 6 weeks following successful Establishment Year 1 Report Year 1 (ERY1) LPEB review ERY1 Head and appointee both sign ERY1, sent to HR for review Successful/unsuccessful Establishment by LPEB Year 1 confirmed by LPEB **ESTABLISHMENT PROCESS -**YEAR 2 (PERMANENT APPOINTEES ONLY) **Local Establishment Form Local Establishment Form** Local Establishment Form Yr 2 Month 8 of Establishment Year Data on local Establishment Yr 2 Head downloads and Yr 2 completed by Head kept at local level - informs 2 - HR email Head requesting Form informs completion of completion of Establishment issues to staff member 4-6and appointee over period completion of ERY2 ERY2 Report Year 2 (ERY2) weeks following successful of Establishment Year 2 completion of Establishment LPEB review ERY2 Head and appointee both sign Successful/unsuccessful Establishment ERY2, sent to HR for review by LPEB Year 2 confirmed by LPEB