

Dear Head

Following a review of our administration of Probation and Establishment forms for new academic staff we are making the necessary information and related forms available on our HR Webpage so you and your academic colleagues can avail of the necessary forms at the stage of Probation or Establishment as appropriate to the individual academic staff members' contact of employment with the University.

As you may be aware all staff irrespective of contract length are subject to a probationary period as set out in their Contract of Employment. Those colleagues who are employed on a permanent contract are required to undergo a 1 year Probationary Period normally followed by two years Establishment. For those colleagues who hold a 'Specific Purpose' Contract you may/ may not have an end date identified.

The 1 Year Probation (All Academic Contracts) and Establishment (All Permanent Contracts – Lecturer/ Senior Lecturer) periods are overseen by the Lecturer Promotion and Establishment Board (LPEB) in line with the University's Statute. Specific Purpose Contracts of 12 months or more therefore fall under the review of LPEB. Where you have a colleague's initially intended 'less than 12 month' contract gets reviewed or extended you will need to commence the necessary formal report for LPEB.

To facilitate this we have provided the necessary forms for your access on our Webpage. You can see information on the Terms of Reference of this Board and its membership on our HR Webpage <https://www.ucc.ie/en/hr/policies/performance/probation/>.

In conjunction with your local HR Business Partner and the new academic staff member we would encourage you to keep track of the necessary timelines to ensure timely review of Probationary and/or Establishment Reports as they fall due.

If you have any questions in relation to this or require any assistance please contact myself or one of my team.

Yours Sincerely,

Angela O'Donovan

Manager, HR Strategy & OD