

Dear Colleague

As you commence your employment with UCC you may already be in receipt of a lot of information in relation to the University, how it operates and your specific duties and responsibilities. As a member of staff holding an Academic Contract, as with all staff, you are expected to undergo a probationary period. Those new academic staff members who have been issued a Permanent contract are also normally subject to a two year Establishment period following their one year probation. The purpose of the two year Establishment period, subsequent to a one year Probation period, is to ensure that the appointee is provided with the opportunity of a clearly defined and structured period of induction within a supportive context to become established in post.

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. 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/>. Here you will also find the necessary forms to be filled out locally and those which need to be formally submitted to LPEB for their consideration at the end of Probation, Year 1 Establishment and Year 2 Establishment.

Specific Purpose Contracts: If you hold a specific purpose contract without a defined end date you are required to keep track of the timeline towards your Probationary review. Once the specific purposed contract exists or continues to exist for 12 months or greater than the staff members' formal Probationary Report needs to be submitted to LPEB for review.

If you hold a specific purpose contract for less than 12 months (e.g. 3 months/ 6 months) which is not intended for renewal and does not renew/ extend to 12 months or beyond you are not required to submit a formal probationary report to LPEB. You will be subject to the probationary period and its terms as set out in your contract.

We would encourage you also in pursuit of your longer term academic career trajectory to avail of opportunities to progress in a balanced manner your portfolio of teaching and examining, research and scholarly activity and contribution to the School, College and University. For your convenience you will find access to the relevant forms via the link below:

<https://www.ucc.ie/en/hr/probation/forms/>

Yours sincerely

Angela O'Donovan Manager, HR Strategy & OD