



Title: **Procedures Relating to Consideration of Confirmation in Post of Newly Appointed Academic Staff**

Date: 12 December 2008

Approval: Údarás na hOllscoile

1.0 Purpose

The probationary appointment has two main functions. The first is to provide a period of training for newly appointed lecturers to the University and secondly to provide evidence as to whether the lecturer has the qualities as a teacher, scholar and person which would justify recommending a confirmation in post.

2.0 Confirmation of Appointment

Confirmation of Appointment will be formally confirmed by a Probations Board consisting of the Registrar and Deputy President, Dean and a presidential nominee drawn from a list drawn up by Academic Council. The Director of Human Resources or nominee will convene the Board and be in attendance. In arriving at its decision the Board will consider the report of the Probation Supervisory Group.

3.0 The Probationary Period

The probationary period will be supervised by a Probation Supervisory Group consisting of the Head of School / Discipline, the Dean of the College of primary affiliation (or nominee) and a senior colleague (selected by the Dean) from a cognate School / Discipline. A Human Resources representative may be available to advise the Probation Supervisory Group on matters of precedent or policy.

The appointment will be probationary for the first three years of service, but this period may be reduced by the Interview Board on application by the Lecturer at appointment or alternatively on application to the Probation Supervisory Group who will make a recommendation to the Board following the first meeting, on the ground of service in an equivalent post in a University, or in an Institute of Higher Education deemed for this purpose to be of University standing, or in a Research Institute, or on the ground of approved professional experience. However, no probationary period shall be of less than twelve months duration from the date of taking up duty.

4.0 Probation Supervisory Group Meeting

The Probation Supervisory Group will meet the lecturer at least every six months to consider their progress. Further meetings will be scheduled if deemed necessary by either party. The Probation Supervisory Group will be convened by the Human Resources Office in conjunction with the relevant School office and will be chaired by the Dean of the College of primary affiliation.

For each Probation Supervisory Group meeting, the lecturer will be required to submit a report outlining his/her progress on teaching, research and other activities which will form part of the

group's assessment. The Head of School / Discipline will also be required to submit a report outlining the progress of the Lecturer on teaching, research and other activities. Following each meeting the Dean will give feedback to the lecturer on the assessment of the Probation Supervisory Group. The results of the assessment will also be communicated to him/her in writing by the Human Resources Office.

There are four options which may be followed after the Probation Supervisory Group meeting:

- (a) Acknowledge the progress the lecturer has achieved to date and review again at the next meeting.
- (b) Advise the lecturer that his/her progress is failing in some regard and advise on corrective action necessary to resolve it. (stage viii)
- (c) Issue a satisfactory report to the Probation Board recommending confirmation in post. (stage ix)
- (d) Issue an unsatisfactory report to the Probation Board. (stage x)

5.0 Probation Supervisory Group Meeting Outcomes

If the Probation Supervisory Group considers that the lecturer's progress has been unsatisfactory, he/she will be advised by the Head of School as soon as possible but at the latest by the end of the penultimate year. Where the review period is for one year this will occur after six months. He/she will also be advised as to what the shortcomings are and how they may be overcome. This will allow the lecturer the opportunity to rectify the situation before the matter is considered by The Board. Copies of all correspondence will be sent to the Director of Human Resources for retention on the personal file. No action need be taken where the progress is satisfactory.

Where the Board recommends confirmation in post, they must be satisfied inter alia that, taking account of all relevant factors that the lecturer:

- (a) has satisfactorily engaged in research towards the advancement of his/her subject.
- (b) has satisfactorily engaged in the teaching of prescribed courses and the supervising of lab/tutorial work assigned to him/her.
- (c) has conscientiously carried out such examining duties and satisfactorily performed such administrative and other duties as have been required of him/her.

In the case of an unsatisfactory report from the Probation Supervisory Group, the Board will consider all the submissions and it may interview the lecturer who will be entitled to trade union representation. The Board will ask the lecturer to submit a report on his or her progress and he/she may submit referees to whom the Board may refer. The Board will determine which of the following outcomes are appropriate:

- (a) The lecturer be confirmed in post.
- (b) The lecturer have his/her appointment terminated at the end of that academic year or at the end of the requisite notice period.
- (c) The lecturer be required to serve a further period of probation (up to one year) provided that the total probation does not exceed four years. If the extended period is not completed satisfactorily the lecturer will not be confirmed in post

Where the probation is to be extended or the employment terminated, the lecturer will be informed of the decision and the reasons for the decision in writing.

In these circumstances, the lecturer has the right of appeal and the appeal will be heard by a panel convened by the President, consisting of the President, a nominee from Academic Council and a member of the Governing Authority not employed by the University.



Teideal: **Nósanna imeachta maidir le breithniú a dhéanamh ar chomhalta foirne nuacheaptha a dheimhniú ina p(h)ost**

Dáta: 12 December 2008

Faofa ag: Údarás na hOllscoile

1.0 Cuspóir

Bíonn dhá phríomhfheidhm leis an gceapachán ar promhadh. Is é an chéad fheidhm acu sin tréimhse oiliúna a sholáthar do léachtóirí nuacheaptha san Ollscoil agus is é an dara feidhm acu sin fianaise a sholáthar i dtaobh cibé acu an bhfuil na buanna ag an léachtóir mar mhúinteoir, mar scoláire agus mar dhuine a d'fhágfadh go mbeadh údar le moladh a dhéanamh go ndeimhneofaí é/í sa phost.

2.0 Deimhniú Ceapacháin

Déanfaidh Bord Promhaidh an Deimhniú Ceapacháin a dheimhniú go foirmiúil; is iad na daoine a bheidh ar an mBord Promhaidh ná an Meabhránaí agus Uachtarán Ionaid, an Déan agus ainmní de chuid an Uachtaráin a phiocfar ó liosta arna chur le chéile ag an gComhairle Acadúil. Tionólfaidh an Stiúrthóir Acmhainní Daonna nó ainmní dá c(h)uid an Bord agus beidh sé/sí i láthair. Agus cinneadh á dhéanamh aige, breithneoidh an Bord an tuarascáil ón nGrúpa Maoirseachta Promhaidh.

3.0 An Tréimhse Phromhaidh

Déanfaidh Grúpa Maoirseachta Promhaidh maoirseacht ar an tréimhse phromhaidh; is iad na daoine a bheidh ar an nGrúpa sin Ceann na Scoile / an Disciplín, Déan an Choláiste chleamhnaithe (nó ainmní dá c(h)uid) agus comhghleacaí sinsearach (arna roghnú ag an Déan) ó Scoil ghaolmhar / ó Dhisciplín gaolmhar. Féadfaidh ionadaí Acmhainní Daonna a bheith ar fáil chun comhairle a chur ar an nGrúpa Maoirseachta Promhaidh maidir le hábhair a bhaineann le fasaigh nó le beartas.

Bainfidh tréimhse phromhaidh trí bliana leis an gceapachán, ach d'fhéadfadh an Bord Promhaidh iarratas a dhéanamh ar an tréimhse sin a laghdú, ar iarratas ón Léachtóir tráth a gceapfar é/í nó ar iarratas ón nGrúpa Maoirseachta Promhaidh a dhéanfaidh moladh chuig an mBord tar éis an chéad chruinnithe, ar fhoras seirbhíse i bpost comhionann eile san Ollscoil, nó in Institiúid Ardoideachais, a mheastar, chun na críche seo, a bheith ar chaighdeán Ollscoile, nó in Institiúid Taighde, nó ar fhoras taithí gairmiúla aitheanta. Mairfidh gach tréimhse phromhaidh, áfach, dhá mhí dhéag ar a laghad ón dáta a dtosóidh an duine sa phost.

4.0 Cruinniú an Ghrúpa Maoirseachta Promhaidh

Buailfidh an Grúpa Maoirseachta Promhaidh leis an léachtóir uair gach sé mhí, ar a laghad, leis an dul chun cinn atá á dhéanamh aige/aici a mheas. Déanfar cruinnithe eile a thionól má mheasann ceachtar den dá pháirtí gur gá sin a dhéanamh. Tionólfaidh an Roinn Acmhainní Daonna an Grúpa Maoirseachta Promhaidh i gcomhar leis an oifig Scoile chuí agus beidh Déan an Choláiste chleamhnaithe ina c(h)athaoirleach air.

I gcás gach cruinnithe de chuid an Ghrúpa Maoirseachta Promhaidh, iarrfar ar an léachtóir tuarascáil a chur faoina bhráid ina leagfar amach an dul chun cinn atá á dhéanamh aige/aici sa teagasc, sa taighde agus sna gníomhaíochtaí eile ar cuid iad de mheasúnú an ghrúpa. Iarrfar ar Cheann na

Scoile / an Disciplín tuarascáil a chur faoi bhráid an chruinnithe chomh maith ina leagfar amach an dul chun cinn atá á dhéanamh ag an Léachtóir sa teagasc, sa taighde agus i mbun gníomhaíochtaí eile.

Tar éis gach cruinnithe tabharfaidh an Déan aiseolas don léachtóir maidir le measúnú an Ghrúpa Maoirseachta Promhaidh. Cuirfidh an Roinn Acmhainní Daonna torthaí an mheasúnaithe in iúl dó/di i scríbhinn chomh maith.

Tá ceithre rogha ann is féidir a ghlacadh i ndiaidh chruinniú an Ghrúpa Maoirseachta Promhaidh:

- (a) Aitheantas a thabhairt don dul chun cinn atá déanta ag an léachtóir go dtí sin agus athbhreithniú a dhéanamh air arís ag an gcéad chruinniú eile.
- (b) Comhairle a chur ar an léachtóir go bhfuil an dul chun cinn atá sé/sí a dhéanamh easnamhach ar bhealach éigin agus comhairle a thabhairt faoin ngníomh ceartaitheach is gá lena réiteach. (céim viii)
- (c) Tuarascáil shásúil a eisiúint chuig an mBord Promhaidh ag moladh go ndeimhneofaí an léachtóir sa phost. (céim ix)
- (d) Tuarascáil neamhsásúil a eisiúint chuig an mBord Promhaidh. (céim x)

5.0 Torthaí Chruinniú an Ghrúpa Maoirseachta Promhaidh

Má mheasann an Grúpa Maoirseachta Promhaidh go bhfuil dul chun cinn an léachtóra míshásúil, cuirfidh Ceann na Roinne é sin in iúl dó/di a luaithe is féidir ach tráth nach déanaí ná deireadh na bliana leathdhéanaí. I gcás gur bliain amháin an tréimhse athbhreithnithe, tarlóidh sé sin nuair a bheidh sé mhí caite. Cuirfear na heaspaí atá air/uirthi agus an chaoi a bhféadfaí iad a leigheas in iúl dó/di freisin. Tabharfaidh sé sin seans don léachtóir an scéal a chur ina cheart sula mbreithneoidh an Bord Promhaidh an cás. Cuirfear cóipeanna den chomhfhreagras uile chuig an Stiúrthóir Acmhainní Daonna lena gcoimeád ar an gcomhad pearsanta. Ní gá aon ní a dhéanamh má bhíonn an dul chun cinn sásúil.

I gcás go molfaidh an Bord go ndeimhneofaí an léachtóir sa phost, ní mór gur deimhin leo *inter alia*, agus gach fachtóir ábhartha á chur san áireamh acu, go bhfuil na nithe seo a leanas déanta aige/aici:

- (a) gur ghabh sé/sí do thaighde go sásúil chun a (h)ábhar a chur chun cinn.
- (b) go raibh sé/sí sásúil maidir le cúrsaí forordaithe a theagasc agus obair shaotharlainne/theagaisc a tugadh dó/di a mhaoirsiú.
- (c) gur chuir sé/sí i gcrích go coinsiasach cibé dualgais scrúdúcháin agus gur chomhlíon sé/sí go sásúil cibé dualgais riaracháin agus eile a iarradh air/uirthi a dhéanamh.

I gcás ina dtugann an Grúpa Maoirseachta Promhaidh tuarascáil mhíshásúil, measfaidh an Bord na haighneachtaí ar fad agus féadfaidh sé an léachtóir, a bheidh i dteideal ionadaíochta ón gceardchumann, a chur faoi agallamh. Iarrfaidh an Bord ar an léachtóir tuarascáil a chur faoina bhráid maidir lena d(h)ul chun cinn agus féadfaidh sé/sí ainmneacha moltóirí a bhféadfaidh an Bord dul i gcomhairle leo a chur faoi bhráid an Bhoird. Cinnfidh an Bord cé acu de na torthaí seo a leanas an toradh cúí:

- (a) An léachtóir a dheimhniú sa phost.
- (b) Ceapachán an léachtóra a fhoirceannadh ag deireadh na bliana acadúla sin nó ag deireadh na tréimhse fógra a bhaineann leis an gceapachán.
- (c) Ceanglófar ar an léachtóir tréimhse bhreise phromhaidh a chur i gcrích (suas le bliain amháin) ar choinníoll nach faide ná ceithre bliana an tréimhse iomlán phromhaidh. Mura gcomhlíontar an tréimhse bhreise go sásúil ní dheimhneofar an léachtóir ina p(h)ost.

I gcás go mbeidh síneadh le cur leis an bpromhadh nó go mbeidh an fhostaíocht le foirceannadh, cuirfear an cinneadh agus na fáthanna leis an gcinneadh in iúl don léachtóir i scríbhinn.

Sna himthosca sin, beidh cead achomhairc ag an léachtóir agus éistfidh painéal a thionólfaidh an tUachtarán an t-achomharc. Is iad na daoine a bheidh ar an bpainéal sin an tUachtarán, ainmní de chuid na Comhairle Acadúla agus comhalta d'Údarás na hOllscoile nach bhfuil fostaithe ag an Ollscoil.