
PROBATION POLICY

This policy applies to:

Support Staff

Academic Staff including Early Career Academics

Senior Staff and Managers

1. INTRODUCTION

University of Suffolk (UoS) aims for excellence and all newly appointed staff are subject to the satisfactory completion of a probationary period, as one way of demonstrating competence. UoS

route, a full. application process for the programme of study will follow. Further information on apprenticeship study and requirements is published on the University website -

<https://www.uos.ac.uk/content/our-apprenticeships-0>

Where the new member of staff is ineligible for the apprenticeship route, they will be allocated to the PgCAP route.

It is expected that either route will be successfully completed within the 18-month probation period, other than where the start date of the course prevents this.(see b

Following the agreement of the Probationary objectives (which may also incorporate required training or development activity), managers will hold review meetings with the employee at the following intervals:

For Support Staff (grades 1-6):

- At 9 weeks of completed service
- At 20 weeks of completed service

For Academic (Teaching) Staff and Senior Staff & Managers (grade 7 and above):

- At 12 weeks of completed service
- At 27 weeks of completed service
- At 42 weeks of completed service

For Academic (Early Career) Staff (grade 8):

- At 2 months completed service
- At 6 months completed service

