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# **Senate**

## Subject: Academic Staff Probation Monitoring Group: Amendment to Procedures

Origin: Human Resources Committee

**Executive Summary:**

The impact of the University restructuring on the monitoring of the progress of new Academic Staff and the groups which support the process has been considered.

**Action Required:**

Senate is asked to RECOMMEND the proposed changes to Council for approval.

**Academic Staff Probation Monitoring Group**

**Current Situation**

Currently there are four Academic and Related Staff Probation Monitoring Groups.

* Engineering ARSPMG
* Science ARSPMG
* SSH ARSPMG
* Support Service ARSPMG

These Groups meet four times each year to consider the progress of probationers.

The probation arrangements for Academic Related Staff have changed and the progress of Academic Related Probationers will no longer be considered alongside Academic probationers. The Support Services Probation Monitoring Group will be disbanded in October 2011 as staff on the old scheme completed their probation period.

Membership of the Faculty Academic and Related Staff Probation Monitoring Group is currently as follows:

Chair: Pro-Vice Chancellor (Research)   
Dean  
Associate Dean (Research)   
Associate Dean (Teaching)   
Elected Member of the Academic Staff nominated by the Human Resources Committee  
Faculty Human Resources Adviser

**Proposed Changes**

It is proposed that the name of the group changes to the Academic Staff Probation Monitoring Group (ASPMG) as the progress of Academic Related probationers will no longer be considered by this group.

One possibility would be to create a separate ASPMG for each School, maintaining the same membership as before but drawn from a School rather than the Faculty. This would present significant logistical problems. A more sensible approach may be to convene two ASPMG by grouping Schools together. Proposed membership is as follows:

ASPMG (A)

Chair - Pro-Vice Chancellor (Research)

Dean of each of the following Schools (a Head of Department or AD(R) can deputise as appropriate)

* School of the Arts, English and Drama
* School of Business and Economics
* Loughborough Design School
* School comprising Geography, PHIR and Social Sciences
* School of Sports, Exercise and Health Sciences

Elected member of the Academic Staff nominated by the Human Resources Committee

Human Resources Adviser

ASPMG (B)

Chair - Pro-Vice Chancellor (Research)   
Dean of each of the following Schools (A Head of Department or AD(R) may deputise as appropriate)

* School comprising Chemistry, Computer Sciences, Information Science, Physics and Mathematics
* School comprising Aeronautical, Automotive, and Chemical Engineering, and Materials
* School of Civil and Building Engineering
* School of Electronic, Electrical and Systems Engineering
* Wolfson School of Mechanical and Manufacturing Engineering

Elected Member of the Academic Staff nominated by the Human Resources Committee  
Human Resources Adviser

The School AD (R) and AD (T) will be provided with the opportunity to comment on the progress of the Probationer on the paperwork and may be invited to the meeting as appropriate.