



Loughborough
University

New University Teacher: Non- Academic Probation Advisers

A briefing note for Non-Academic Probation
Advisers supporting a new University Teacher in
their Probation Period

Enhanced Academic Practice

Part of: Organisational Development
OD@lboro.ac.uk

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Welcome

As a Non-Academic Probation Adviser, who is supporting a new University Teacher (UT), we hope the following guidance will help you note the expectations required by the new UT during their probation.

During their probation period, you will meet regularly with your University Teacher, initially to set objectives for their probation period and then to monitor and support their progress. Please find the HR guidance and review form at the following webpage:

<https://www.lboro.ac.uk/services/hr/recruitment-probation/non-academic-probation/>

In your role, the expectations and responsibilities are:

- To meet regularly with the probationer to review progress within the role.
- To provide written notes of probationary meetings to the probationer promptly, normally within two weeks.
- To provide timely feedback to the probationer, outside of formal written notes, clearly highlighting any areas of concern.
- To listen to and act upon, any reasonable and appropriate concerns raised by the probationer.
- To work with and support the probationer to overcome agreed issues
- To submit a probation monitoring form, at the end of probation

If you haven't already, you should attend the Probation Adviser training which you can book on through myHr.

During the probation period, from a teaching perspective, the University Teacher will require your support as they develop their teaching portfolio, and in particular, work towards their AdvanceHE Fellowship to professionalise their approach to their teaching.

The University Teacher receives a 'Briefing note for new University Teachers' which outlines the process for achieving their AdvanceHE Fellowship. This is what they are expected to complete during their probationary period:

1. Start working towards either Associate Fellowship (Descriptor 1) or Fellowship HEA (Descriptor 2) (if not already a holder of this recognition). They should contact Dawn Matthews in the Enhanced Academic Practice team (D.Matthews@lboro.ac.uk) for further details.
2. Have a successful Teaching Observation undertaken by a University Assessor (Peer Observation Associate) – the form the University Teacher needs to complete to arrange a University Assessor is here: <https://forms.office.com/Pages/ResponsePage.aspx?id=wE8mz7iun0SQVILORFQIS94IMoVbcvZDppeJPjUlij9UNDdNVTgwWDQ5Sk8wNEpJR0hNRVEwNFJZNIQIQCN0PWcu>). The feedback from this teaching observation should be a useful discussion point in one of your probation meetings. This is included as a quality enhancement mechanism for your probationers teaching practice at the University, which will sit alongside module feedback.

3. Together you could discuss and decide which workshops on the OD Hub [Our Workshops, Courses & Events | Organisational Development Hub | Loughborough University \(lboro.ac.uk\)](#) will best support their development. Some recommendations that EAP suggest include:
 - › Making the most of your Voice
 - › Engaging learning with Large Classes
 - › Student learning through Critical Feedback
 - › Teaching Small Groups
 - › Using Learn
 - › Use of the TEL Guides and associated in-person sessions [TEL Guides - Home \(sharepoint.com\)](#)

4. Complete the mandatory training for new staff:
<https://www.lboro.ac.uk/services/od-hub/topics/mandatory-training/>

Further information about working towards your AdvanceHE Fellowship

University Teachers at Loughborough can work towards either an Associate Fellowship (Descriptor 1) or a Fellowship (Descriptor 2). This will depend primarily on the breadth of their role across different areas of academic activity and their depth of experience on which they can draw to evidence their good practice. These standards of recognition are aligned to the Advance HE Professional Standards Framework for teaching and supporting learning in Higher Education [UK Professional Standards Framework \(UKPSF\) | Advance HE \(advance-he.ac.uk\)](#)

Each year we offer four submission dates at which a member of staff can submit an application for Fellowship (see link below) so as Probation Adviser, it would be useful to discuss which submission point they would prefer to work towards so they can carefully plan their time. [Module: CPD Portfolio Scheme, Section: Introduction to the CPD Portfolio Scheme - General Information \(lboro.ac.uk\)](#)

If they are unsure which category of Fellowship to apply for, please encourage them to use AdvanceHE's 'Which category is right for you?' tool. This can be found here: https://www.advance-he.ac.uk/form/fellowship-decision-tool?utm_campaign=Fellowship%20-%20FCT&utm_medium=web&utm_source=HEA

AdvanceHE award Associate Fellowship and Fellowship. See <https://www.heacademy.ac.uk/professional-recognition>

Teaching Observations

A university teacher should have their teaching observed during their probation. It is the responsibility of the University Teacher to organise their own teaching observation.

Teaching observation information can be found here:

<https://www.lboro.ac.uk/services/od-hub/topics/teaching-observations/>

They are required to complete a teaching observation by a University Assessor (Peer Observation Associate) in their first year. (Formerly referred to as a “Summative” observation)

The following process will be followed:

- Pre-observation meeting – to discuss aims and objectives of the session and to identify any key areas of development required.
- The Observation - at least 50 minutes in length which showcases the delivery style most commonly undertaken (Lecture/Seminar/Lab session)
- Post Observation discussion of feedback and developmental objectives.