



## Confirmation of Continuing Appointment of Academic Staff Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

*Curtin University Academic, Professional and General Staff Enterprise Agreement 2017-2021 (the Agreement)*

Strategic Plan Theme: [People and Culture](#)

### 2. PROCEDURAL DETAILS

#### 2.1. Implementation Principles

- 2.1.1. The performance of a continuing academic staff member is to be reviewed and assessed throughout their probationary period consistent with Curtin's expectations for academic performance, in duties appropriate to their current level and academic role, and relative to opportunity. This will be managed through the University's work planning and review system.
- 2.1.2. Line Managers and academic staff are to engage fully and responsibly in the University's processes for probation and confirmation of continuing appointment.
- 2.1.3. An academic staff member who has already satisfactorily completed a probationary period within a fixed-term role, which is now being converted to a continuing position, is not required to undertake a further period of probation, provided they have completed at least 3 years' continuous service at the University.

#### 2.2. Probationary period

- 2.2.1. The length of a continuing academic staff member's probationary period, for all academic levels, is 3 years and will not be extended.
- 2.2.2. In exceptional circumstances, the Provost may approve a reduction in the length of the probationary period.
- 2.2.3. During the probationary period, the Line Manager will work with the academic staff member to ensure they:
  - (a) understand Curtin's expectations for academic performance in relation to their role;
  - (b) uphold and demonstrate the Curtin values and signature behaviours, and the Code of Conduct;
  - (c) develop a summary overview of their planned activities for the entire probationary period;
  - (d) develop an annual work plan and performance review, maintained in the work planning and review system; and
  - (e) receive regular feedback on their performance and capacity to meet the expectations of their probation.

#### ***Concern for academic staff member's work performance during probation***

- 2.2.4. If, at any time during the probationary period, a Line Manager is concerned about an academic staff member's work performance, the Line Manager will:
  - (a) discuss their concerns with the staff member as soon as they become apparent;
  - (b) document the concerns and any agreed actions to address them;
  - (c) initiate appropriate improvement measures, such as development activities, coaching or counselling; and
  - (d) seek advice from People and Culture.
- 2.2.5. If within a reasonable time, improvement measures have been implemented without success, the Head of School is to raise the concerns and issues with the Pro Vice-Chancellor.

- 2.2.6. Where there is concern that the academic staff member may not meet the expectations of the probationary period, the provisions outlined in 2.6 may be applied at any time during the probationary period.

### **2.3. Effect of leave**

- 2.3.1 If, during the probationary period, a continuing academic staff member takes a period of approved leave in excess of 8 consecutive weeks, such as leave without pay, or parental leave paid or unpaid, but excluding annual leave, that period of leave will not count as service for the purposes of their probation.
- 2.3.2 The probation end date will be adjusted accordingly, either before the leave is taken or as soon as practicable after.

### **2.4. Effect of academic promotion**

- 2.4.1 Where a continuing academic staff member successfully applies for academic promotion during their probationary period, their appointment to continuing status will be considered confirmed, and the probationary period will cease, at the date of promotion.

### **2.5. Submission for confirmation of continuing appointment**

- 2.5.1 On notification by email from People and Culture, a continuing academic staff member will apply for confirmation of continuing appointment 6 months prior to the expiry of their probationary period, using the appropriate form.
- 2.5.2. The submission will be accompanied by documentary evidence that the expectations of the probationary period have been met; this will include, but is not necessarily limited to, reports from the Curtin work planning and review system.
- 2.5.3. The Head of School will complete the required form for the academic staff member's confirmation of continuing appointment, reviewing and verifying the academic staff member's progress towards meeting the probationary objectives and targets, as set out in their work plan, and send their report to the relevant Pro Vice-Chancellor.
- 2.5.4. The Pro Vice-Chancellor will complete the required form for the academic staff member's confirmation, reviewing the academic staff member's progress towards meeting the probationary objectives and targets, as set out in their work plan.
- 2.5.5. If both the Head of School and Pro Vice-Chancellor recommend the academic staff member's continuing employment, the submission will be provided to the Provost for approval.
- 2.5.6. The Provost will confirm in writing the continuing appointment of an academic staff member who has met the expectations of their probationary period.

### **2.6. Confirmation not recommended**

- 2.6.1. Where confirmation of continuing employment is not recommended by either the Head of School or the Pro Vice-Chancellor, the Head of School will advise the academic staff member, in writing, of any adverse material or behaviour which the University intends to take into account in a decision not to confirm the appointment.
- 2.6.2. The academic staff member will be given the opportunity to respond to the Head of School within 10 working days of receipt of the advice.
- 2.6.3. The Provost will review the submission from an academic staff member whose confirmation of continuing employment is not recommended by either the Head of School or the Pro Vice-Chancellor.
- 2.6.4. If the Provost determines the academic staff member has not met, relative to opportunity, all the expectations of the probationary period, the academic staff member will not be confirmed.
- 2.6.5. The Provost will communicate the determination to the academic staff member in writing.
- 2.6.6. Where the continuing employment of an academic staff member has not been confirmed:
- (a) the decision will be agreed to by the Director People and Culture;

- (b) the Head of School will meet with the academic staff member to provide feedback; and
- (c) provisions of the Agreement, which provide for the termination of academic staff members, will apply.

2.6.7. The academic staff member may bring a support person to the meeting with the Head of School.

### 3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 **Director People and Culture** is responsible for

- a. agreeing to the Provost’s decision that an academic staff member not be confirmed for continuing appointment; and
- b. ensuring that records of the confirmation process are kept in accordance with the University’s *Information Management Policy and Records and Information Management Procedures*.

3.2. **Provost** is responsible for approval of all recommendations for confirmation of continuing employment for academic staff at level A, B, C, D or E.

3.3. Where an academic staff member is not School-based, **Head of School** means **Head of Area** and **Pro Vice-Chancellor** means **Executive Manager**.

### 4. SCOPE OF PROCEDURES

These procedures apply to all continuing academic staff appointed under the *Academic and General Staff Enterprise Agreement 2017-2021*.

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

### 6. SCHEDULES

Nil

### 7. RELATED DOCUMENTS/LINKS/FORMS

[Information Management Policy](#)

[Records and Information Management Procedures](#)

*Form 1: Submission for Confirmation of Continuing Employment*

*Form 2: Head of School Report on Probation*

*Form 3: Pro Vice-Chancellor Report on Probation*

*Template: 3-year overview for work planning during probation*

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**REVISION HISTORY** (filled out by Legal and Compliance Services)

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes &amp; Notes</b>
New	Approved	21/06/2018	Provost	EM1809	Unconditional