**ER02: Professional Development Programme**

For Academic year 24/25 only

**Formal Probation Review - Lecturer (E&R)**

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| --- | --- |
| Name of Applicant |  |
| Staff number |  |
| Faculty | Choose an item. |
| Department | Choose an item. |
| Date of Appointment | Click or tap to enter a date. |
| Name of Academic Manager |  |
| Date completed LTHE/Academic Professional programme/PCAP | Click or tap to enter a date. |
| Confirmation of completion of [mandatory](http://www.exeter.ac.uk/staff/development/mandatory/) [training](http://www.exeter.ac.uk/staff/development/mandatory/) |  |
| Date of last Performance Development Review | Click or tap to enter a date. |
| You must attach your CV – please confirm it has been updated prior to your submission | YES / NO |

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| **PROFESSIONAL DEVELOPMENT PROGRAMME – FORMAL PROBATION REVIEW - LECTURER (E&R)**  **SUPPORTING STATEMENT BY MEMBER OF STAFF**  Full targets available at [Exeter Academic](https://www.exeter.ac.uk/staff/exeteracademic/) | | | | |
| **EDUCATION TARGETS:** | | insert agreed targets as per ER01 (Lecturer probation) | | |
| Summary of evidence to support achievement of targets. Use information in the ER01 and your EPDR record for information. | | | | |
| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE TARGETS:** | | insert agreed targets as per ER01 (Lecturer probation) | | |
| Summary of evidence to support achievement of targets. Show how progress is being made and add in your publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised each year. | | | | |
| **ACADEMIC CITIZENSHIP TARGETS:** | | insert agreed targets as per ER01 (Lecturer probation) | | |
| Summary of evidence to support achievement of targets. Use information in the ER01 and your EPDR record for information. | | | | |
| **KEY ACHIEVEMENTS:** | |  | | |
| Please summarise key achievements. | | | | |
| **ADDITIONAL INFORMATION:** | |  | | |
| This section can be used to provide additional information relating to your achievements during your probation or since your last promotion.   This can include:  **(1)** Any mitigation factors/details relating to your ability to fully achieve your targets e.g. maternity/parental leave.  **(2)** Confirmation of other contributions you have made not defined elsewhere on this form.  **(3)** How your plans and achievements changed as a consequence of Covid-19. | | | | |
| **SIGNATURE:**  **Member of Staff** |  | | **Date** |  |

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| **PROFESSIONAL DEVELOPMENT PROGRAMME – FORMAL PROBATION REVIEW - LECTURER (E&R)**  **STATEMENT BY DEPUTY PVC** | |
| The Deputy PVC should complete this section providing their assessment of the competence and performance of the Lecturer with regard to the agreed targets for probation. | |
| **EDUCATION** | |
| *Write a summary of how the member of staff has met their Education targets.* | |
| **RESEARCH, IMPACT AND KNOWLEDGE EXCHANGE** | |
| *Write a summary of how their research activities including (a) publications since date of appointment, (b) grants applied for, (c) grants obtained and (d) PGR supervised have met their targets from the front page.* | |
| **ACADEMIC CITIZENSHIP** | |
| *Write a summary of how the member of staff has met their Academic Citizenship targets* | |
| Deputy PVC signature: | Date: |
| **I confirm that I have seen this report and had the opportunity to comment on it:** | |
| Member of staff: | Date: |

*Date of this version: September 2023*