Academic Staff Probation

Fixed-term Staff Member’s Report

For staff on fixed term appointments.

For further information on probation, please visit our [website](https://www.csu.edu.au/division/people-culture/current-staff/my-employment/starting-at-the-university/probation)

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| Appointment overview |  |
| Employee name | Click here to enter text. |
| Employee number | Click here to enter text. |
| Position title | Click here to enter text. |
| Academic level | Choose a level. |
| Work function\* | Choose a work function. |
| School or Centre | Click here to enter text. |
| Date of appointment | Click here to enter a date. |

*\* If a change of work function is required, please complete the* [*request form*](https://cdn.csu.edu.au/__data/assets/pdf_file/0010/229969/Change-Work-Function.pdf)

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| General comments and achievements against objectives |
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| Supervisor’s recommendation | | | | |
| Have the criteria for continuing professional development in teaching been met?  Appointment to be confirmed  Appointment to be annulled (please forward your report to your [Business Partner](https://www.csu.edu.au/division/people-culture/current-staff/staff-contacts#business-partners) for approval) | | | | |
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| Supervisor’s Name |  | Signature |  | Date |

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| Employee’s comments  Complete and return to the supervisor within 7 days of receipt. NOTE: If not returned within 7 days, the report will progress without the staff member’s comment to meet the probationary review timeframe. | | | |
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| Employee Signature |  | Date |  |

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| Authorisation and comments  Levels A to E = Band 7 (e.g. Executive Dean, Executive Director (Institutes), Pro Vice-Chancellor) | | | | |
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| Name |  | Signature |  | Date |