

Academic Probation Expiry Date Guidelines

- (1) These Guidelines apply to Academic staff who commence on or after 1 July 2023, whose employment is subject to a probation period in accordance with the [Probation \(Academic Staff\) Policy](#) (the 2023 Policy).
- (2) Staff employed in accordance with the 2023 Policy, will be subject to probationary periods as follows, unless otherwise specified in the contract of employment:

Nature and Duration of Appointment	Approximate Duration of Probation Period
Continuing employment	Three (3) years
Fixed Term Employment of five (5) or more years	Three (3) years
Fixed Term Employment of more than two (2) years and less than five (5) years	One (1) year
Fixed Term Employment of two (2) or less years	Six (6) months

- (3) To support the administration of Probation Panels for the confirmation process, as provided for in the 2023 Policy, exact expiry dates will be aligned to a monthly cycle, based on the month in which the probationary period is due to expire.
- (4) In accordance with this monthly cycle, exact expiry dates will be determined based on the last date of the month.

Examples

Probation Duration	Example Start Date	Example Expiry Date
6 months	3 July 2023	31 January 2024
	17 July 2023	31 January 2024
12 months	5 August 2023	31 August 2024
	16 August 2023	31 August 2024
3 years	1 September 2023	30 September 2026
	27 September 2023	30 September 2026

- (5) Exact expiry dates, in addition to the approximate probation duration, will be specified in the contract of employment.
- (6) Where there is one or more academic staff in similar roles, who have the same expiry date but slightly different start dates, performance will be assessed relative to opportunity to ensure fair and equitable confirmation decisions are made by the Probation Panels.
- (7) These Guidelines do not override or replace the provisions outlined in the 2023 Policy which allow for alternate probation durations (and expiry dates) to be determined by agreement and specified in the employment contract.