

Education Probationary Review Scheme

1. Introduction

- 1.1 This scheme is applicable to new appointments under the terms of the Education Career Track (ECT). The purpose of the Education Probationary Review Scheme is twofold; firstly, to support and develop new academic staff members on an educational career pathway at the School and, secondly, to provide a robust process to monitor and evaluate staff members for educational excellence and before confirming permanent employment.

2. Principles

- 2.1 A probation period will always apply to employees new to LSE. A probation period may also apply to existing LSE staff who are appointed to an ECT role, usually where the appointment is to a higher level than the current role, (e.g. appointment of an LSE Fellow) or from a non-career track post (e.g. Guest Teacher). Whether a probationary period applies to existing LSE staff will be determined on a case-by-case basis by the Head of Department/Institute Director/School Dean (hereafter referred to as the Head of Department) in conjunction with the Vice President and Pro-Vice Chancellor (Faculty Development) (VPFD) and Vice Chair of the Appointments Committee (VCAC).
- 2.2 Probation is to provide a period during which the employee develops the appropriate educational

and management/leadership skills, with mentoring and other support from the LSE in doing so and demonstrates their suitability for confirmation of appointment. The probationary period enables the performance of new appointees to be monitored regularly and allows for any shortcomings to be discussed and any problems to be dealt with, in a constructive and collaborative manner, at an early stage. It may also be a means of helping staff to decide that the School and/or post does not match their own career requirements and/or competencies.

- 2.3 The VCAC, in conjunction with the VPFD and Human Resources, is responsible for oversight and implementation of the Education Probationary Review scheme and for reporting on any general issues to the relevant committees, for example, the Promotions Committee, Department Heads Forum and Appointments Committee.
- 2.4 **Assistant Professors (Education)** will normally be subject to a probationary review **within the first three years** of appointment.
- 2.5 **Associate Professors (Education)** will normally be subject to a probationary review **within the first two years of appointment**.
- 2.6 **Professors (Education)** will normally be subject to a probationary review **within the first year of appointment**.
- 2.7 For staff appointed from 1 January or later in the academic year, the first year of appointment shall be counted from the following Winter Term for the purposes of their probationary period.
- 2.8 Probationary periods will be automatically extended for a period of one year where periods of family leave (i.e. maternity, adoption and shared parental leave) lasting for a period of 16 weeks or longer occur during the probationary review period.
- 2.9 One-year extensions on the grounds of incapacity due to long-term ill health or disability will be considered on a case-by-case basis by the VPFD in conjunction with the VCAC. The Head of Department should seek advice from their HR Partner in the first instance.
- 2.10 ECT staff must have an annual Career Development Review meeting, in line with the relevant scheme.
- 2.11 CDR meetings for ECT staff on probation should be developmental and supportive in nature. In addition, concrete and substantive advice about career development goals and objectives should be discussed. However, where the Head of Department (or their nominated representative, as per the CDR scheme), feels that there are concerns that may question confidence in the appointment, these should be made clear to the employee in writing and ways to improve performance should be discussed and recorded on the relevant paperwork.
- 2.12 As per the CDR scheme, the VCAC and VPFD will follow up with Heads of Department where additional steps need to be taken with regards to the content of particular reviews.
- 2.13 Heads of Department should also ensure that concerns that arise outside of the formal review meetings should be raised with the employee promptly and be noted in the paperwork of the next

CDR meeting.

- 2.14 All ECT staff will also be assigned a mentor, in line with the relevant scheme.

3. Final Probationary Review Panels (PRPs)

- 3.1 Early in the Winter Term, Human Resources (HR) will provide details of which staff will have their case for probation considered by a final PRP during the Spring Term of that academic year and provide a deadline for the submission of documentation for the PRP.
- 3.2 At the same time Heads of Department will also receive an invitation to attend the final PRP and will be asked to inform HR of their nominee who should also serve, as per the membership of PRPs that is outlined below.
- 3.3 Heads of Department and their nominee must ensure that they are available to attend the PRP on the relevant date in the Spring Term.
- 3.4 The purpose of the PRP is to collectively judge whether an ECT member of staff has met the criteria for passing probation.
- 3.5 The criteria for probation will be the relevant [Role Profile](#), available on the School's website.
- 3.6 The membership of the PRP will be:
- The Vice President and Pro-Vice Chancellor (Education) (VPE) or, alternatively, the VPFD (Chair)
 - The VCAC
 - Director, LSE Eden Centre
 - The Head of Department
 - An additional Professor, Associate Professor, Professor (Education) or Associate Professor (Education) nominated by the Head of Department, with a track record of excellence in education-related matters within their portfolio of duties (e.g. Deputy Head of Department (Education) or Chair of Department Teaching Committee). This nominee must be at a level of seniority that at least matches that of the candidate
 - A Professor (Education) who does not have a conflict of interest with the case
- 3.7 The HR Review and Promotion Team will provide secretarial support to PRPs and will therefore also attend PRP meetings.
- 3.8 The PRP should have a mixed gender profile and should include at least one man and one woman. The Chair has the authority to replace the Professor (Education) who does not have a conflict of interest with the case or, in exceptional circumstances, invite an additional member, who does not

have a conflict of interest with the case, to serve on the PRP in order to address the gender balance.

3.9 The PRP will make a decision based on the following documentation:

- The relevant [Role Profile](#), which will serve as the criteria for probation
- The Candidate's CV in the CV template for ECT promotions
- A detailed education contribution statement and a detailed education trajectory statement. Candidates are advised to apply the guidance provided in Section 4 of the Guidelines for Promotion of Assistant and Associate Professors (Education) when writing these statements
- A detailed statement/recommendation from the Head of Department. The statement should at least make the following clear:
 - the extent to which the criteria for probation have been met
 - details of any CDR or Education Probationary Review (in years before the 2026-27 academic year) meetings that have been held with the candidate. The forms from such meetings should be included as appendices to the statement
 - The candidate's Postgraduate Certificate in Higher Education (PGCertHE) status. Normally, the successful completion of the PGCertHE is a requirement for passing probation for staff under the ECT, although this requirement can be waived, in exceptional circumstances, for some individuals upon appointment.
- Teaching survey results
- Student endorsement letters, if available
- Teaching observation reports conducted by the Department and the LSE Eden Centre, if available
- Any further evidence submitted in support of the candidate's CV that serves to illustrate their contribution, e.g. relevant teaching materials and/or evidence of particular educational developments or innovations
- If relevant, an [Optional Declaration of Individual Circumstances Form](#). This can be submitted by the candidate directly to Human Resources, if preferred. Details on how the submission of such forms are handled can be found in the Guidance on Optional Declarations of Individual Circumstances document, available [here](#).

3.10 The Head of Department will be responsible for the submission of the documentation for the PRP by the deadline, as advised by HR.

3.11 The same evidence and documentation should be provided as for all roles, though it is accepted that the shorter review period for Professors (Education) may mean that some elements are not available. This should be noted in the Head of Department's statement and alternative evidence offered where this is possible.

- 3.12 As well as assessing performance, the PRP should satisfy itself that the employee has been given appropriate guidance and the opportunity to achieve satisfactory performance, e.g. through mentoring and/or opportunities to participate in training or development activities relevant to their role in the School. This evidence will largely be drawn from the candidate's paperwork and the Head of Department's statement. It is not expected that concerns regarding performance should be revealed to the PRP that have not previously been the subject of discussion with the individual; where this is the case, e.g. with a newly emerged concern, a one-year extension to the probationary period may be considered (though the full range of options remain open to the PRP).
- 3.13 The Chair of the PRP is responsible for ensuring that the review and decision is free of any bias e.g. in relation to ethnicity, gender identity, disability, religion, sexual orientation, contract type, age, etc.; however, all PRP members should be mindful of equality matters and play an active role in ensuring the review process is conducted in a fair and equitable manner.
- 3.14 All members of the PRP are entitled to vote on a case, except for the VCAC, whose role is to ensure that procedure is being correctly followed.
- 3.15 The PRP is ultimately required to take one of the following judgements on a case:
- That the criteria for probation have been met
 - That the criteria for probation have not yet been met and that the candidate should have their probationary period extended by one year
 - That the criteria for probation have not been met
- 3.16 HR will issue the outcome letter outlining the PRP's judgement to the candidate's Head of Department, who will be responsible for sharing it with the candidate.
- 3.17 In the event that the PRP judges that the criteria for probation have been met, the outcome letter will serve as the formal confirmation that the candidate has passed their probation and will awarded a salary increase, as outlined in Section 4, below.
- 3.18 In the event that the PRP judges that the criteria for probation have not yet been met and that the candidate should have their probationary period extended by one year, the outcome letter will serve as the formal confirmation of a one-year extension to the candidate's probationary period.
- 3.19 In the event that the PRP judges that the criteria for probation have not been met, the outcome letter will specify which aspects of the relevant role profile it felt were not met and explain that their Head of Department will write to them within five working days as outlined in Section 5, below.
- 3.20 The VCAC will report to Promotions Committee annually on the (anonymised) outcomes of PRPs and on any themes and trends arising.
- 3.21 All probation decisions must be taken in line with LSE's Code of Practice on Free Speech, which outlines the School's responsibilities to protect and promote freedom of speech and academic freedom within the law.

4. Salary determination upon passing probation

- 4.1 ECT staff who pass their probation will normally have their salary increased by two increments on the salary scale, effective from the following 1 August.

5. Procedure following a judgement that the criteria for probation have not been met

- 5.1 A judgement by a PRP that an ECT member of staff has not met the criteria for probation will lead to a dismissal process. As such, Heads of Department should seek the advice of their HR Partner throughout this stage.
- 5.2 Following receipt of the outcome letter from the PRP that outlines its judgement that the criteria for probation have not been met, the employee should then be invited in writing by their Head of Department to attend a formal hearing.
- 5.3 The letter from the Head of Department must set out the substantive reasons for the proposed termination of the employee's employment in line with the PRP's judgement of which criteria for probation were not met. This will include a written report that details where the candidate has fallen short of the requirements of the role and will be the substantial basis of the explanation for the proposed dismissal at the following hearing.
- 5.4 Heads of Department are encouraged to liaise with the Chair of the PRP and VCAC, as well as the HR Partner if guidance is needed regarding this letter.
- 5.5 The employee will be provided with copies of the relevant documentation to be considered at the hearing, which will consist of:
- The outcome letter from the PRP
 - The letter from the Head of Department, including the report that provides the basis for the proposed dismissal
 - The full materials provided to the PRP
- 5.6 The hearing will be chaired by a Vice President and Pro-Vice Chancellor (other than the Vice President and Pro-Vice Chancellor who Chaired the PRP), with the VCAC, the Head of Department and relevant HR Partner also present.
- 5.7 The hearing will be to explain the circumstances, the decision of the PRP and to give notice to the employee of termination of employment.

- 5.8 The member of staff may be accompanied at the hearing by a companion employed by the School or a trade union representative. This companion may speak on behalf of the employee but may not answer questions addressed to the employee.
- 5.9 It is the employee's responsibility to notify the chosen companion of the details of the hearing including the date, time and location of any hearings as well as any relevant documentation relating to the case.
- 5.10 The employee must give notice of the name and relevant details of any companion to the HR Partner at least 3 working days prior to a hearing under this procedure. If the companion is not available at the time proposed for the hearing, the member of staff may request that the hearing is postponed once to another reasonable time, not being later than 5 working days after the date first proposed for the hearing.
- 5.11 At the hearing, the reason for the proposed dismissal will be explained to the employee, who will have the opportunity to respond before a final decision is taken. Following the hearing, the Chair will confirm the outcome in writing, normally within 5 working days of the hearing. Should it be confirmed that the employee's employment will be terminated, the employee will receive notice of termination in line with their contract of employment. The School normally extends end date of the employee's existing contract by one year in order to allow them time to find alternative employment. The employee will also be advised of the right of appeal.
- 5.12 Should the employee wish to appeal the decision, the procedure to be used is the appeals procedure contained in the School's Academic Annex. This is the final internal stage in the process.

Version history

Version	Date	Approved by	Notes
1	November 2016	JNCC	
2	January 2020	Appointments Committee	
3	September 2024	Appointments Committee	
4	June 2026	Appointments Committee	

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