

**Green Templeton College
University of Oxford**

Probation

New staff, and often current staff appointed to new posts, join the College on a defined probationary period, which may be a period between one and twelve months. Progress should normally be reviewed and discussed, normally no later than halfway through the probationary period, in addition to the usual monitoring of performance as a new member of staff.

The purpose of a probationary period is to ensure that a postholder taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance.

Probationary periods may, exceptionally, be extended to allow additional time for the postholder to demonstrate that he or she has achieved a satisfactory level of performance. This will normally be done through a formal process, following a formal interview held before the expiry of the probationary period. However, where the postholder has not been able to attend work for the full length of the stated probationary period (e.g. through sickness absence), the College may decide to extend the probationary period to allow for this, in which case the probationer, having been unable to attend an interview, will be informed of the extension of his or her probationary period in writing before the date on which his or her probation would otherwise have been due to expire.