

Policy for Probation Review and Contract Renewal of

SMP Academic Staff on the Teaching-only track

This policy outlines the procedures for evaluating academic staff in the School of Mathematics and Physics (SMP), for (i) the six-month probation review, (ii) the first three-year contract renewal, and (iii) the second three-year contract renewal. This policy should be read in conjunction the relevant sections in the XJTLU Staff Handbook.

i. Six-month probation period

- a) The evaluation is carried out by a review committee, which is normally composed of the Head of Department (HoD) and four faculty members nominated by HoD.
- b) The review committee will evaluate and decide based on probation targets set by the HoD and the reviewee.
- c) Documents required for review: a completed Probation Review Form, extracted from X-HR system provided by HR.

ii. Contract Renewal for the first Three-Year Term

A. Faculty on the Teaching-only track:

- HR Notification to initiate a contract renewal review.
 1. Remind the HoD and School Dean about those staff whose contract will expire within six months.
 2. Remind academic staff to prepare documents for contract renewal review, within two weeks after they receive this HR reminder:
 - a) Updated Curriculum Vitae
 - b) A self-evaluation that highlights teaching/service achievements during the review period
 - c) All Module Questionnaire results in the review period
 - d) All Peer Observation Forms in the review period
- The contract renewal decision is based on a committee review. The review committee is typically composed of the HoD (chair), two colleagues from the same department, one colleague from another department and the Associate Dean for Learning and Teaching (or nominee). Committee members are nominated by the HoD and approved by School Dean. Faculty must meet the essential requirements listed below:
 - a) Delivery of taught modules consistent with the assigned workload allocation, and providing support through office hours;
 - b) Supervision of Final Year Project students and/or Master students, consistent with the workload allocation;
 - c) Adequate and consistent delivery of modules (arriving on time; providing students with adequate materials; etc.);
 - d) Receiving satisfactory student evaluations through module questionnaires.

Module questionnaire ratings should be consistently align with the average of those of the School of Mathematics and Physics.

- e) Attendance and active participation in departmental activities, including attendance of departmental meetings;
 - f) Making significant service contributions to the department, school, or university;
 - g) Following the relevant university regulation and school policies, such as assessment, moderation, invigilation, etc.
- HR organizes a meeting with the committee and School Dean to review the contract renewal documents within two weeks after receiving all documents. The committee generates a final report, which must include reasons for supporting or not. The committee submits this report to the School Dean.
 - The School Dean makes the final decision based on the above report, within one week after the committee review.

iii. Timeline for Faculty Evaluation and Committee Review:

- a) Six months before staff's contract expiration date: HR sends an e-mail reminder to the School Dean, the HoD, and the faculty member, to initiate the contract renewal process.
- b) Within two weeks of receiving the HR Reminder:
 - 1) Faculty member prepares and submits the required documents.
 - 2) HoD establishes the review committee.
- c) Within two months of receiving the HR Reminder:
 - 3) HR organizes a meeting with the review committee to review all documents. The review committee submits the final report to the School Dean.
 - 4) Dean will make the final decision based on the final report generated by above review meeting.
- d) Three months before faculty's contract expiration date:
 - 1) Depending on the final decision, HR initiates the new contract signing, or alternative further steps.

iv. Contract Renewal for the Six-Year Term:

Procedures and requirements are identical to those of the first three-year contract renewal described above, but with one exception. The only difference is for the second contract renewal, additional university-level approval is required after approval by the School Dean.

v. Miscellaneous

This policy shall take effect from the date of publication, and specific provisions may be adjusted based on the school's actual circumstances.

APPROVAL AND REVISION LOG

Date	Approval	Description
Feb 18 th , 2025	SSMT	Approved
Apr 1st, 2025	SSMT	Add essential requirements for ii-A.