

# Central Film School

2025/26

Central Film School

## Staff Appraisal and Probation Policy

### 1. Introduction

- 1.1. Central Film School is committed to maintaining high standards of teaching, academic integrity, professional practice, and organisational effectiveness. This policy sets out the School's approach to staff appraisal and probation monitoring, ensuring that all staff are supported, developed, and held accountable in a fair, consistent, and transparent manner.
- 1.2. The policy aligns with the School's People Operations Strategy, supporting the development, retention, and effectiveness of staff in a way that underpins academic quality, positive student outcomes, and the delivery of the School's mission and strategic objectives.
- 1.3. Staff appraisal and probation monitoring together form a core part of the School's framework for:
  - assuring academic standards and quality
  - enhancing the student learning experience
  - supporting professional development and wellbeing
  - ensuring alignment between individual performance and institutional priorities

### 2. Scope

- 2.1. This policy applies to:
  - Academic staff (full-time and fractional)
  - Professional services staff

- Senior leadership and executive staff
- 2.2. Separate arrangements apply to visiting lecturers, or freelance staff. Their performance is monitored through appropriate mechanisms such as contract review, student feedback, course leader oversight and tutor observations.

### **3. Principles**

- 3.1. Staff appraisal and probation monitoring at Central Film School are underpinned by the following principles:
- Fairness and consistency
  - Developmental focus
  - Contribution to academic quality and student outcomes
  - Transparency of process and expectations
  - Alignment with institutional and People Operations priorities

### **4. Appraisal Cycle and Frequency**

- 4.1. All staff are subject to a formal annual appraisal, normally conducted once per academic year.
- 4.2. Where appropriate, interim or informal reviews may take place to:
- monitor progress against objectives
  - support staff during role changes or increased responsibilities
  - address emerging issues in a timely manner

### **5. Probationary Period and Early-Stage Performance Monitoring**

- 5.1. All newly appointed staff are subject to a probationary period, normally lasting six months, during which performance, conduct, and suitability for the role are monitored and supported.
- 5.2. The probationary period is designed to:
- ensure effective induction into the role and the School
  - confirm that performance meets required professional and academic standards
  - identify early development or support needs
  - safeguard the quality of teaching, student experience, and institutional operations
- 5.3. During the probationary period:

- line managers hold regular review meetings with the staff member
  - performance is monitored against:
  - role expectations and responsibilities
  - teaching quality and student engagement (for academic staff)
  - professional conduct and contribution to the team
- 5.4. For academic staff, probation monitoring may draw on:
- early student feedback
  - peer observation or informal review of teaching practice
  - engagement with course teams and quality assurance processes
- 5.5. At the end of the probationary period:
- a formal probation review is undertaken
  - a written record is produced
  - a recommendation is made to:
  - confirm appointment, or
  - extend the probationary period with agreed support actions, where appropriate
- 5.6. Confirmation of appointment is subject to satisfactory performance and conduct during the probationary period.

## **6. Appraisal Process**

- 6.1. Both the appraisee and appraiser prepare in advance, drawing on:
- objectives from the previous appraisal cycle
  - student feedback and outcomes (where applicable)
  - peer observations or academic monitoring information
  - self-reflection on achievements, challenges, and development needs
- 6.2. The appraisal meeting provides an opportunity to:
- review performance against agreed objectives
  - reflect on teaching quality, academic standards, and student engagement (for academic staff)
  - discuss workload, wellbeing, and support needs
  - identify professional development and training requirements

- agree objectives for the coming year
- 6.3. Objectives are:
- realistic, measurable, and time-bound
  - appropriate to the staff member's role and responsibilities
  - aligned with course delivery, enhancement activity, and institutional priorities, including those set out in the People Operations Strategy
- 6.4. Outcomes from appraisal and probation monitoring inform:
- individual CPD plans
  - access to training and development opportunities
  - mentoring or peer support arrangements
  - progression discussions where appropriate
- 6.5. For academic staff, development may relate to:
- teaching and assessment practice
  - curriculum design and review
  - inclusive pedagogy and student support
  - industry engagement and professional practice
  - scholarship and ongoing professional development

## **7. Addressing Performance Concerns**

- 7.1. Where performance concerns are identified through appraisal or probation monitoring:
- issues are addressed constructively and proportionately
  - clear expectations and support measures are agreed
  - progress is reviewed within an agreed timeframe
- 7.2. Where necessary, appraisal outcomes may link to formal performance management procedures, in line with the School's relevant HR policies.

## **8. Oversight**

- 8.1. Line managers and Heads of Department are responsible for ensuring that appraisals and probation reviews are conducted appropriately and on schedule.
- 8.2. Themes arising from appraisal and probation monitoring may be reviewed in aggregate by Senior Management or the People Operations Committee to inform workforce planning, staff development priorities, and institutional enhancement activity. Anonymised insights

may contribute to quality assurance and continuous improvement processes.

## **9. Confidentiality and Data Protection**

- 9.1. All appraisal and probation documentation is treated as confidential and handled in accordance with data protection legislation and the School's data protection policies.

## **10. Appendices**

- 10.1. [POC - Appraisal Form Template - 2025/26](#)
- 10.2. [POC - Probation Review Form Template - 2025/26](#)

<b>Document Title</b>	Staff Appraisal and Probation Policy
<b>Document Reference</b>	CFS-POC-2025-018
<b>Issuing Authority</b>	POC
<b>Author</b>	Rory Curley
<b>Document Approval Date</b>	8 Apr 2026
<b>Date Last Amended</b>	16 Jan 2026
<b>Effective from</b>	8 Apr 2026
<b>Review Date</b>	6 Jul 2026

<b>Version History</b>		
<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
Policy created	POC	16/01/2026
Ratified at the Spring Academic Board	AB	8 Apr 2026