PROBATION AND CONFIRMATION PROCEDURE
SCHEDULE A - ACADEMIC CONFIRMATION PANEL

1 Membership

1.1 The Provost and the President of the Academic Board will approve the membership of the Academic Confirmation Panel which will comprise:

- the Dean of the Faculty (Chair); and
- at least four other members, two of whom will be external to the Faculty.

1.2 Panel membership will comply with the following:

- where necessary, the Provost and President of the Academic Board may appoint an Acting Chair
- panel membership is not limited to staff of the University of Melbourne
- members are normally at the rank of level D or E, unless otherwise approved by the Provost and President of the Academic Board
- each panel will approach gender balance
- quorum for each panel is four
- each panel may have an equal opportunity observer
- the staff member’s head of department will attend
- each panel will be serviced by an executive officer from local Human Resources.

2 Terms of Reference

2.1 Panels will meet four times each year and may request interviews with persons to clarify issues. In appearing before the panel or participating in panel deliberations, a person may not introduce material which raises matters which either contradicts or introduces new matters to those included in the written documentation.

2.2 The staff member may elect to appear before the panel.

2.3 Panel proceedings are confidential.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

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<td>Senior Vice Principal</td>
<td>21 August 2012</td>
<td>21 August 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.</td>
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