**ESAT Process Flow**

**Step 1**

Employees awarded a fellowship that may meet the ESAT appointment criteria

**Step 2**

Line manager/recommending nominates the employee/external candidate to the College Dean of Research.

**Step 3**

If the candidate/employee meets the criteria, an ESAT interview will be arranged. If the candidate does not meet the criteria, the College Dean of Research will communicate this to the line manager/recommending manager who will notify the candidate.

**Step 4**

ESAT interview takes place with ESAT panel. If successful, the candidate/employee will join the ESAT scheme. If unsuccessful, the candidate/employee’s line manager/recommending manager will be provided feedback that should be passed to the candidate/employee.

**Step 5**

Head of Centre/Institute agrees on a start date with the appointee. The Head of Centre/Institute must communicate the start date with College HR.

**Step 6**

College HR will send an acceptance letter to the appointee. College HR will also arrange for the necessary updates to be made to People and Money (PAM). **Note** – College HR does not send an unsuccessful letter to those who are not appointed after an interview.

**Step 7**

Head of Centre/Institute appoints an appropriate line manager for the ESAT Fellow.

**Step 8**

ESAT Fellow starts on the ESAT scheme. Once started, they need to complete induction actions outlined in the ESAT Fellow guide.

**Step 9**

The line manager and ESAT fellow agree on Key Fellowship objectives and record them on the template found in the ESAT Fellow guide. Once complete the objectives must be shared with ESAT Directors and College HR.

**Step 10**

The line manager and ESAT fellow will regularly review progress against objectives as part of probationary meetings. ESAT Fellows are on probation for 12 months (only applicable for those with less than 12 months of service with the organisation and external appointments).

**Step 11**

PandDR must be completed at least once a year for all ESAT fellows with the recommendation that performance is reviewed monthly.

**Step 12**

During the ESAT period, the ESAT Fellow must have a mentor. The mentor will be appointed by the line manager in discussion with the ESAT Fellow. The mentor should be highly experienced in supporting/mentoring junior colleagues and have significant experience in the ESAT Fellows area of specialism.

**Step 13**

Fellowship reviews will be conducted by the ESAT Directors to assess progress against ESAT Fellowship objectives.

**Step 14**

Fellowship reviews normally take place no later than the beginning of year 4 (unless exceptional circumstances have been agreed with the ESAT directors – further details in the ESAT Fellow guide). College HR will write to the ESAT Fellow at least 1 month before their review to ask them to provide;

* An up-to-date CV
* A summary of achievements since the appointment and any other relevant information linked to the Key Fellowship Objectives established at the start of the Fellowship.
* An overview and vision of their research (1 page)
* Future research plans including, where appropriate, possible funding strategies
* Information on planned contributions to teaching
* Information on planned contributions to knowledge exchange and public engagement.

**Step 15**

There may be a need for a second fellowship review. The same process as above will be followed for any second review.

**Step 16**

If the ESAT fellow successfully passes the ESAT review the ESAT Chair (normally the head of college or director or research) will write to the ESAT fellow to confirm their move to an open-ended contract and their updated job title (Lecturer – Grade 8 or Senior Lecturer Grade 9). Grades don’t change when passing the ESAT scheme and the Fellow would need to apply for promotion at the next academic promotion round should they wish to be promoted.

College HR will liaise with local centre/institute HR Administrators to arrange for an open-ended contract change letter to be issued alongside updating PAM.

If unsuccessful, the ESAT Directors will meet with the unsuccessful Fellow to provide feedback and discuss the next steps. If the capability process has been exhausted then the fellow will leave after the 5-year ESAT period.

Unsuccessful ESAT fellows can appeal the decision. Further details can be found in the ESAT Fellows guide.