PROCEDURE FLOWCHART
CAPABILITY FOR ACADEMICS & STAFF LEVEL 4+ (ORDINANCE 3.6)

Informal Action
Concerns raised with the member of staff by the line manager

Includes:
- discussion of possible causes and solutions
- actions identified and progress reviewed
- health concerns referred to Occupational Health

Refer to Performance Management Guide for further guidance

Formal Action
Preliminary report by line manager to Dean or his/her nominee or Head of Prof. Svc. for decision how to proceed

Normally instigated where previous informal or formal action has not resulted in required improvement within defined timescale

No formal action (may refer back to informal stage or to other procedures if appropriate)

OR

Proceed to Capability Hearing (First-Level and Second-Level Warnings)

OR

Proceed to Capability Hearing (Dismissal hearing)

Alleged failure to comply with the terms of a current warning or allegations which may amount to grounds for dismissal

MoS notified

MoS notified of Capability hearing and right to be accompanied

Dean or his/her nominee or Head of Prof. Svc sends report to Vice-Chancellor or nominated representative for decision how to proceed

MoS notified of Capability hearing and right to be accompanied

Decision and MoS notified of outcome and right to appeal

Appeal heard by a person from the Vice-Chancellor’s list

If allegation(s) upheld, outcomes may include First-Level or Second-Level Warning

Capability hearing
Heard by Dean or his/her nominee or Head of Prof. Svc.

Dismiss matter and/or recommend other action

MoS notified of decision and any further action

Proceed to Panel hearing

MoS notified of Panel hearing and right to be accompanied

Panel hearing

If allegation(s) upheld, outcomes may include dismissal or action short of dismissal

Decision and MoS notified of outcome and right to appeal

Appeal heard by a panel

Note: This diagram represents an overview of the procedure. Please refer to the Ordinance itself for the full procedure and to Human Resources or the HR website for further guidance.