

Topic: <b>INTRODUCTORY PERIOD POLICY</b>		
Policy #:	Version: 1.0	Updated Date: January 2003

**Purpose:** An introductory period is required for employees in order to review performance during the initial phase of employment or promotion to a position.

**Scope:** All employees (Note: those employees covered under a collective bargaining agreement, please refer to the appropriate contract)

**Policy:** The Office of Human Resources, in collaboration with the dean, director or manager shall determine the length of the introductory period.

A staff member serving an initial or promotional introductory period generally is not eligible to apply for other University positions.