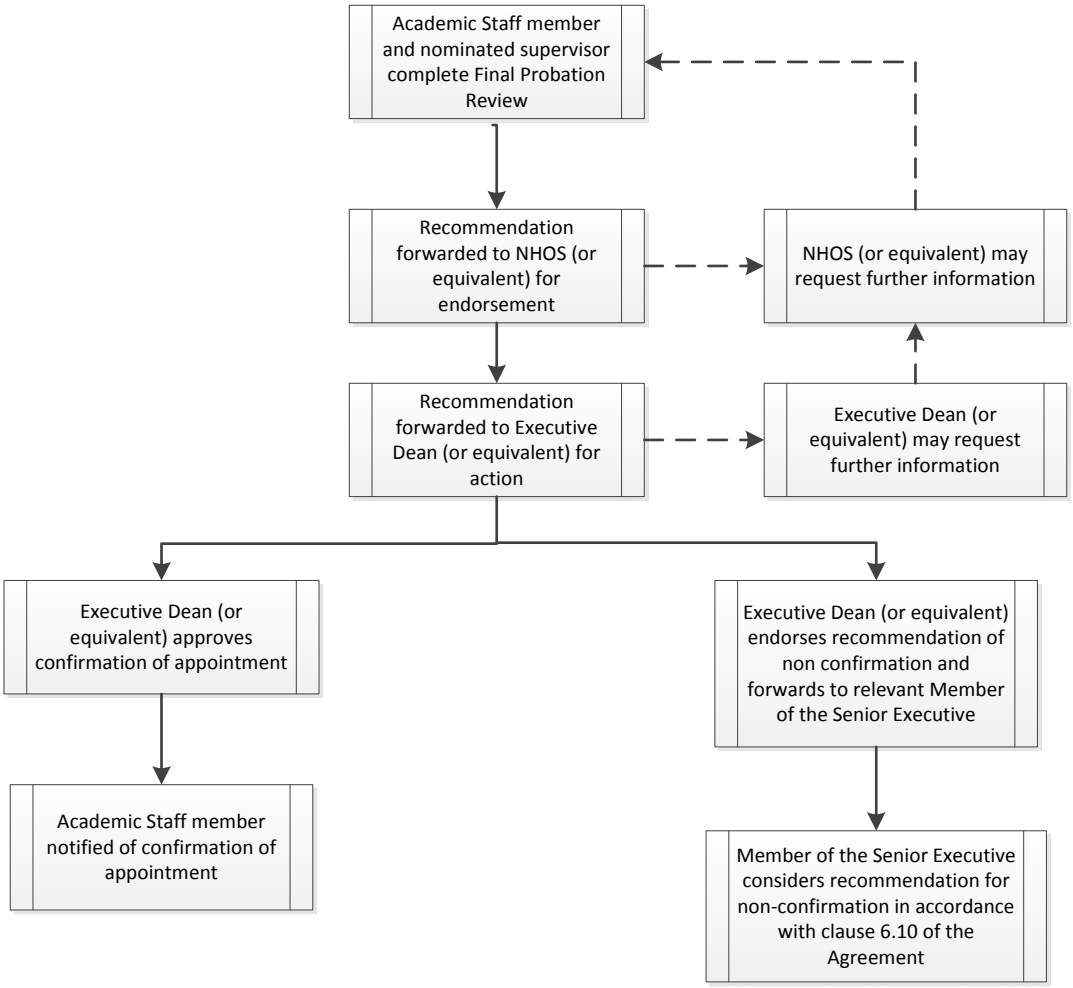Attachment 2: Final Probation Review for Fixed-term Academic Staff – Process