**Faculty of Humanities-Academic Promotions 2013/14**

**Timetable for (i) Promotions to Grade 7 Lecturer (Teaching & Scholarship) & (Teaching & Research), Research Fellow, Senior Lecturer, Reader and Professor and (ii) for submission and consideration of cases for academic and research staff under the Recognising and Rewarding Exceptional Performance (RREP) Policy**

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| **Key Date No.** | **Description** | **Latest Date** |
| 1 | Faculty HR announces annual promotions cycle. | 21 October |
| 2 | Gender/ethnicity profile of School’s academic staff sent to Schools by Faculty HR (for monitoring purposes only). | 4 November |
| 3 | Individuals submit promotion applications to HoS. | School to determine |
| 4 | Line managers submit statement to HoS. | School to determine |
| 5 | Head of School submits (i) promotion cases to Dean (via Faculty HR) for SL, Reader and Professor highlighting any particular individual circumstances which should be brought to the attention of FPC (ii) recommendations for RREP awards (iii) summary report of SPC decisions to promote to Grade 7 Lecturer (Teaching & Scholarship) and (Research & Teaching), and Research Fellow. N.B. Decisions notified to cases for promotion to Grade 7 by HR at this point. | 14 February |
| 6 | HoS meets with individuals for whom SPC decides there is no *prima facie* case. | 14 March |
| 7 | Papers distributed to FPC with candidate assessment forms for promotion cases to SL, Reader and Professor as well as a summary of recommendations for RREP awards. | 7 March |
| 8 | FPC members complete and return assessment forms to HR. | 4 April |
| 9 | HR prepares summaries of assessments and HoS informed where they are required to attend FPC to discuss cases. | 22 April |
| 10 | FPC meetings-HoS to be informed as well as Committee members in order that they can protect dates. | Expected w/c 12 May 2014 |
| 11 | Promotion recommendations[[1]](#footnote-1) notified to staff and to HoS by Faculty HR. | 1 week after FPC |
| 12. | Dean, through Faculty HR, submits report on recommendations to UPC | TBC |
| 13 | UPC meeting | TBC |
| 14 | Faculty HR writes to successful and unsuccessful cases.  Unsuccessful cases also notified of right of appeal and summary reasons for rejection. | TBC |

*N.B. Easter “vacation” runs from 4 to 28 April*

*Good Friday is 18 April; Easter Monday 21 April*

1. Please note that FPC recommendations (subject to ratification by UPC) for promotion to SL, Reader and Professor can be communicated to both successful and unsuccessful candidates following FPC and in advance of UPC so that feedback meetings can be arranged. Unsuccessful candidates will also be offered the option to meet with the Vice-President and Dean (or other person nominated by the Vice-President and Dean) to receive feedback. [↑](#footnote-ref-1)