

Faculty of Humanities-Academic Promotions 2024/2025

Timetable for submission and consideration of cases for academic and research staff promotion

Key Date No.	Description	Latest Date
1.	New & revised University promotions Criteria and procedure circulated to Schools along with the Humanities-specific timetable. Schools to decide when formal processes will begin from that point.	31 st October 2024
2.	EDI profile of School's Academic staff sent to Schools by Faculty People Partnering Team (for monitoring purposes only).	31 st October 2024
3.	Individuals submit promotion applications to HoS. Line managers submit statement to HoS.	School to determine
4.	Head of School submits promotion cases to Dean (via Faculty People Team) for SL, Reader, Senior Research Fellow and Professor highlighting any particular individual circumstances which should be brought to the attention of FPC (See also Key date 6)	25 th February 2025
5.	HoS informs individuals for whom SPC decides there is no <i>prima facie</i> case (category D) and advises them of their right to make a personal case to the Faculty Promotions Committee by key date 6. HoS informs individuals for whom SPC decides the case marginally fail to meet the criteria (category C) <u>in advance</u> of key date 6 to allow the individual to decide whether to proceed with their case.	25 th February 2025
6.	Papers distributed to FPC members <i>electronically</i> with candidate assessment forms for promotion cases to Senior Research Fellow, SL, Reader and Professor. Schools to submit to Faculty People Team a summary report of SPC decisions for Grade 7 Lecturer and promotion to Research Associate or Research Fellow.	7 th March 2025
7.	FPC members complete and return assessment forms to Faculty People Partnering Team.	25 th April 2025
8.	Faculty People Partnering Team prepares summaries of assessments and HoS informed where they are required to attend FPC to discuss cases. Notification includes information about cases to which HoS will be asked to speak.	8 th May 2025
9.	FPC meetings - HoS and Committee members to protect date.	14 th & 15 th May 2025
10.	Summary of promotion decisions notified to HoS by Faculty People Partnering Team.	19 th May 2025

11.	Pending formal letters from People Services/Partnering Team, HoS to inform unsuccessful and successful candidates of outcome.	22 nd May 2025
12.	Unsuccessful candidates will be notified in writing by Faculty People Partnering Team, providing details of their right of appeal and offering the option to meet with the Vice-President and Dean (or other person nominated by the Vice-President and Dean) to receive feedback.	23 rd May 2025
13.	People Services to write to successful candidates.	TBC
14.	Where requested, Vice President and Dean or nominee meets with unsuccessful candidates with HoS to provide feedback.	TBC
15.	Dean, through Faculty People Partnering Team, submits report on outcomes to People & OD Sub-Committee.	TBC

N.B. Good Friday is 18th April 2025; Easter Monday is 21st April 2025