

EPS Academic Promotion Timetable 2009-10
For promotions to Senior Research Fellow, Senior Lecturer, Reader, Professor

Timescale	Action	By whom	Documentation
By (date to be determined and communicated by individual Schools) (Key date 1)	Individuals to have submitted application to Head of School	Individuals/Head of School	Individual statement form plus CV
By (date to be determined and communicated by individual Schools) (Key date 1)	Individuals' senior colleague to have submitted statement to Head of School	Senior colleagues/Head of School	Senior colleague statement
By 19th February 2010 (Key date 2)	School Promotions Committees to have considered each case and submitted in line with the policy in the first instance to the Head of HR including references	SPC/Head of HR	SPC recommendation report plus statements/CV
By 5th March 2010 (Key date 3)	Feedback to have been provided in person to cases in category d) and confirmed in writing. Personal cases to have been submitted to HR as appropriate.	Head of School/Individual	
By 12th March 2010	Head of HR to have provided pack to FPC for consideration	Head of HR	Candidate pack comprising statements/CV/references
March/April 2010 (tbc) (Key date 4)	FPC meet and consider written cases	FPC	
By 30 th April 2010 (Key date 5)	Report to have been submitted to UPC	Dean/Head of HR	FPC Recommendation form
By 21st May 2010	Feedback to have been provided in person and in writing to unsuccessful candidates at FPC stage	Dean/FPC/Head of HR	
By 4 th June 2010	Appeals against FPC decision (if any) to have been submitted to Director of HR	Individuals	
Week beg. 7 th June 2010	UPC meeting	UPC	
By date tbc	UPC to have confirmed outcomes in writing to Faculty - Dean and Head of HR	UPC	
By end June 2010	HoS and Dean to have liaised and agreed new salaries and titles for Chair promotions and confirmed to Head of HR Confirmation provided in writing of promotion and effective date of implementation	Dean/HoS /Head of HR	Salary assessment form
June/July 2010 (tbc)	Appeals panel	HR Director	