

<p style="text-align: center;"><b>Indicative Timeline for Internal Extraordinary Promotion Scheme for Academic Staff 2013/2014</b></p>
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### **Announcement**

13 September 2013	All staff email sent by HR to announce Extraordinary Promotions
11 October 2013	4.00pm closing date for applications for promotion

### **External Assessor & Head of School Correspondence**

21 October 2013	Electronic dopy of Internal Extraordinary Promotion Scheme, application instruction, application form and supporting information for each applicant sent to the two external assessors nominated and Head of School.
1 November 2013	The External Assessors Reports returned to HR.

### **Initial Review**

18 October 2013	Applicant packs to be sent to EPRC.
26 November 2013	Names of applicants proceeding to next stage submitted to HR by Chair of EPRC.
29 November 2013	Applicants notified of outcome of Initial Review.

### **Formal Interview**

29 November 2013	External Referees invited to submit reference
Week commencing 9 December 2013	Interviews