

Indicative Timeline for Internal Promotion to Associate Professor 2024

Announcement

- 16 February 2024** All staff email sent by HR to announce Associate Professor 2024 competition
- 29 February 2024** Promotion to Associate Professor Information Session will be held 29 February 2024 via zoom, recorded and viewable until the closing date of 22 April 2024
- 22 April 2024** Closing date for applications for promotion to Associate Professor: **Deadline of 4pm**

External Referee Correspondence

- W/C 22 April 2024** Reference request and copy of Associate Professor Policy sent to the External Referee and Head of School.
- W/C 06 May 2024** Applicants are contacted and informed if External References have not been received by this date. It is then the responsibility of the applicant to contact the External Referee and ensure the reference is submitted by **Friday 17 May 2024**.
- 17 May 2024** The External References are submitted to HR. The Head of School References are submitted to HR.

Faculty Review Panel

- 28 June 2024** FRP's completed and AP1 and AP2 forms returned to HR

Academic Promotions Committee

- 30 September 2024** APC meeting
- 30 September 2024** Results of the competition communicated to all applicants