

## PROMOTION PROCESS TIME TABLE 2018

<p>1. Call for Applications for Academic Promotions published on UR Website: The notice shall include the UR Policy and Guidelines on Academic Appointments and Promotions, the Promotions Process Time Table (Appendix 1), the Applications Checklist (Appendix 2), the Application Form (Appendix 3) and the CV Format (Appendix 4).</p>	<p><i>27<sup>th</sup> February, 2018</i></p>
<p>2. Submission of applications: All Candidates are to submit the completed application form together with the candidate's statement, curriculum vitae and all the supporting documents as per the Policy and Procedures by:</p>	<p><i>27<sup>th</sup> March, 2018</i></p>
<p>3. College Directorates of AHRM to compile lists of applicants and make a copy available to the University Director of AHRM. Both College and University Directorates of AHRM shall acknowledge (by email) receipt of every application. The acknowledgement of College applications shall be copied to the University Director of AHRM.</p>	<p><i>27<sup>th</sup> February -28<sup>th</sup> March 2018</i></p>
<p>4. Contacting and Receiving Assessors' Reports: DVC AAR and the College Principals shall contact and receive reports from Assessors which shall be submitted together with the Candidates' application to the University or College</p>	<p><i>29<sup>th</sup> March-18<sup>th</sup> April 2018</i></p>

<p>Promotions Committees. Each Assessor shall be given two weeks within which to respond. If no response is received then that assessor shall be discounted and another one contacted.</p>	
<p>5. Convening of Meetings of the Promotions Committees: No College Promotions Committees meetings shall take place on the same day to allow the Senate Representative to the CPC to attend all the meetings.</p>	<p><i>19<sup>th</sup> April-3<sup>rd</sup> May 2018</i></p>
<p>6. Communication of Promotions Outcomes: Candidates shall be informed, in writing, by the Chairpersons of the Promotions Committees by:</p>	<p><i>4<sup>th</sup> May -18<sup>th</sup> May 2018</i></p>
<p>7. Consideration of Appeals: Appeals against the outcomes of the Promotions Committees shall be done as outlined in the UR Policy and Guidelines on Academic Appointments and Promotions.  The appeals and the hearings shall be finalised by:</p>	<p><i>21<sup>st</sup> May-4<sup>th</sup> June 2018</i></p>