

**REVISED PROMOTION TIME TABLE 2019
(Annual Timelines)**

1. Applications for Academic Promotions Go Live:	02 May
2. Submission of Applications: ALL candidates to submit completed application forms; the candidate's statement together with <i>curriculum vitae</i> and teaching portfolio as separate documents (<i>both hard and electronic copy</i>) to Head of Departments by no later than:	31 May
3. Candidate's Statement Verification & Identification of Assessors: The Head of Departments to verify the candidate's statement, identify appropriate assessors and forward their details together with the candidate's application form, statement and <i>curriculum vitae</i> to the Dean of School including a report on the suitability of the candidate for the post bearing in mind the criteria for the category of promotion applied for by: NB. Incomplete applications should not be processed.	07 June
4. Teaching Portfolio Verification: The Head of Departments to verify the candidate's Teaching Portfolio and file of appendices (inserting additional reports where applicable), and forward, to the Dean of School by:	07 June
5. Dean of School Recommendation: Dean of School to verify the suitability of the recommended assessors, prepare a recommendation report on the candidate and forward candidate's application with the Teaching Portfolio to University Director of Human Resources and Management (for Associate Professors and Professors) and to the respective College Directors of Human Resources and Management (for up to Senior Lecturers) by no later than: NB. Dean and Head of Department reports should not be sent to assessors	15 June
6. (i) University Director of Human Resources and Management to collate the applications from different colleges, record and forward the application documents with the Teaching Portfolios to DVC-AAR by no later than: (ii) College Director of Human Resources and Management to collate the applications from different schools, record and forward the application documents with the Teaching Portfolios to the College Principal by no later than:	1 July
7. Meetings of Assessment Committees for assessing Teaching Portfolios and Research Publications must take place by no later than:	23 August
8. Assessor Reports: Assessors to send reports on candidates to College Principals (up to Senior Lecturer) and DVC-AAR (for Associate Professor and Professor) by:	4 October
9. Teaching Portfolio Assessment: University Director of Teaching and Learning Enhancement to forward Associate Professor and Professor' Teaching Portfolios assessment reports to the DVC-AAR and College Director of Teaching and Learning Enhancement to forward up to Senior Lecturer's Teaching Portfolios assessment reports to the College Principal by:	4 October
10. Publications Assessment: University Director of Research and Innovation to forward candidates' publication assessment reports to the DVC-AAR and the College Director of Research and Innovation to forward candidates' publication assessment reports to the College Principals by:	4 October
11. University Academic Promotions Committee: The VC to convene the University Academic Promotions Committee by:	1 November
12. College Academic Promotions Committee: The College Principal to convene the College Promotions Committee by:	8 November
13. Academic Promotions Outcome: Candidates to be advised of outcome in writing by no later than:	15 November
14. College Academic Promotions Reports Colleges to submit their respective College Academic Promotion Reports, in prescribed format, to the DVC-AAR by	15 November
15. Promotion Appeal: ALL candidates who wish to appeal promotion outcome MUST submit the appeal to the appeal committee after meeting with the DVC-AAR no later than:	29 November
16. Outcome of Promotion Appeal: The appeal committee to finalize the appeals and advice the candidates on the outcome by:	5 December

June
30/11/2019

