**Academic Promotions Procedures: Guidance for Applicants (2024)**

You are encouraged to discuss your application with your Dean prior to submission. This will help the Dean to ensure that you receive advice on presenting your experience against the criteria and should help you make an application against the criteria that you are best suited to match. It also informs the discussions on the merit of your application.

Where your Dean concludes that they are unable to support your application you may decide to continue with your application or may choose to discuss with the Dean your five year plan and what support you could receive in order to strengthen future applications

A series of workshops will operate this year to help you assess your CV and get advice on submitting your application, interpreting the criteria, selecting referees etc. The workshops are:

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| **Date** | **Time** | **Presenter** |
| 4 March 2024 | 10.30-11.30 | Tim Thornton |
| 7 March 2024 | 10.00-11.00 | Andrew Ball |
| 7 March 2024 | 16:00-17.00 | Alistair Sambell |
| 12 March 2024 | 12.00-13.00 | Andrew Ball |
| 14 March 2024 | 15.00-16.00 | Jane Owen-Lynch |
| 18 March 2024 | 0900-10.00 | Tim Thornton |
| 19 March 2024 | 12.00-13.00 | Alistair Sambell |

If you would like to attend one of the workshops please email s.davies@hud.ac.uk to book your place.

Applications are encouraged from all experienced staff matching the criteria. Women are under-represented in these positions at the University and we welcome applications from female staff. Even if you feel you are not yet ready to submit an application for the 2024 Academic Promotions round, we encourage you to discuss your career with your Dean and Head of Department to assess whether you are being too conservative in your aspirations or to make a firm plan of action to prepare for an application at a later date.

To apply you need to provide a brief covering letter (a maximum of 4 sides of A4) which highlights how your application meets the relevant criteria. You also need to provide an up to date curriculum vitae (using the standard sequence detailed in annex 2 of the Promotions Procedure). You must submit the letter, your CV and a clear indication of which award (and in the case of professorial title, which route) you wish to apply for.

You are also able to submit referee details alongside those submitted by the Dean. You can submit three referees for conferment of professorial title and two referees for conferment of all other titles. The purpose of the external independent referees is to comment on the quality and impact of your research so you need to ensure that the individuals are independent (i.e. you have not carried out research and/or published together) and they are aware of your current work. You are advised to seek advice from your Dean or members of the Professoriate as to who you should include.

Applications must be submitted to your Dean by **8 April 2024**.

The Dean will check the application details, confirm the award requested and provide a brief report as to why your application is or is not supported. The Dean will also provide the names of external independent assessors. The Dean may confer with other members of the professoriate within the School in determining whether to support the application and/or drawing up the list of external peer referees. The Dean will submit this to HR by **3 May 2024**.

The Academic Promotions Committee will meet on 9 May 2024 to consider whether a prima facie case for promotion exists on the basis of your application and the Dean’s recommendations. The Academic Promotions Committee for 2024 is the VC, DVC, PVC (R+E), PVC (L+T), PVC (Int), and two members of the Professoriate. If you have not been successful at this time we would encourage you to discuss your five year research plan with your Dean to identify any support that could be provided in order to progress an application in the future.

External references will be sought for consideration at the Academic Promotions Committee at its meeting on 30 July 2024. You will be notified of the decision early the next week and if unsuccessful at this stage will have the opportunity of feedback from a member of the Academic Promotions Committee. If you have not been successful at this time we would encourage you to discuss with your Dean the support that could be provided in order to progress an application in the future.

Where you have been successful your promotion will apply with effect from 1 August 2024. Your objectives will be set based on your five year research plan in consultation with your Dean or relevant research leader.