

## Academic Staff Promotion Timetable - 2008

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24 June	Call for applications
27 June – 10.00 am	Information Session for prospective applicants
1 July – 12 noon	Information Session for prospective applicants
1 July – 1.00 pm	Information sessions for supervisors
18 July	Meeting between supervisor and applicant has been held
24 July – 10.30 am	“Reflecting on your Unit Evaluation Report” workshop
24 July – 1.00 pm	“Reflecting on your teaching Evaluation Report” workshop
1 August	Meeting between Head of School and PVC/Dean has been held
1 August – 9.00 am	“Teaching Portfolios and Promotion” workshop – Faculty of the Professions
1 August – 2.00 pm	“Teaching Portfolios and Promotion” workshop – Faculty of Arts and Sciences
19 September	Submission of applications to supervisors close
19 September	Submission of applications to HRS close
19 September	Submission of supervisor's nominated assessor to HRS
22 September	HRS seek assessors' reports
10 October	Submission of Supervisors' reports to HRS close
10 October	Assessors reports due
24 October	Distribute applications to committee members
	Level E Additional material due
10 working days prior to relevant meeting	Level D Additional material due
	Level C Additional material due
	Level B Additional material due
3 November	Level E Promotion Committee Meeting
4 November	Level D Promotion Committee Meeting
6 November	Level C Promotion Committee Meeting
11 November	Level B Promotion Committee Meeting