

From: Director of People and Culture

Subject: PROMOTIONS COMMITTEE FOR ACADEMIC STAFF 2019/2020

To: Pro-Vice-Chancellors  
Heads of School

c.c. Vice-Chancellor  
Head of CSED  
School Managers  
Human Resources Managers

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Dear Colleagues

I am writing to outline how the Academic Promotions Committees will run in 2019/20, with the Rules and Procedures of the Promotions Committee (the 'Green Book') running in tandem with the pilot of the new Academic Progressions Handbook (APH).

As in previous years, there will be three meetings during the Academic Year to consider cases under the Green Book, and in addition, two of those meetings will also consider cases under the APH.

Each recommendation that comes to the Faculty Promotions Committee must be made by the Head of School as a result of consideration of the case by the School's Promotion Committee. Where a School has not supported an application the individual may make a personal submission. Schools will therefore need to organise their own Promotions Committee meetings in line with the timetable for submitting recommendations. To enable adequate future planning this message will be circulated during June in future years.

Each case submitted to the Promotions Committees should be set out on the corresponding Application form (the Green Book Academic Promotions Application Form for cases to be considered under the Green Book, and the new Application Form for cases to be considered under the APH).

## **Autumn 2019**

	<b>Green Book</b>	<b>APH</b>
<i>Cases considered at this meeting?</i>	<ul style="list-style-type: none"><li>• Confirmation of appointment</li><li>• Promotion to Lecturer A</li><li>• Promotion to Lecturer B</li></ul>	<ul style="list-style-type: none"><li>• Confirmation of appointment</li><li>• Promotion to Lecturer A</li><li>• Promotion to Lecturer B</li><li>• Promotion to Associate Professor</li><li>• Promotion to Chair</li></ul>
<i>Deadline for Schools to notify individuals whose cases are not supported</i>	Wednesday 16 October 2019	Wednesday 16 October 2019
<i>Deadline for submission of School and Personal Cases</i>	Wednesday 23 October 2019	Wednesday 23 October 2019
<i>Date of Faculty Promotions Committee</i>	2pm Wednesday 27 November 2019	2pm Wednesday 27 November 2019
<i>Date of University Promotions Committee</i>	2pm Wednesday 4 December 2019	2pm Wednesday 4 December 2019

## **Spring 2020**

	<b>Green Book</b>	<b>APH</b>
<i>Cases considered at this meeting?</i>	<ul style="list-style-type: none"><li>• Confirmation of appointment</li><li>• Promotion to Senior Lecturer</li><li>• Promotion to Reader</li><li>• Promotion to Chair (prima facie case only)</li></ul>	N/A
<i>Deadline for Schools to notify individuals whose cases are not supported</i>	Wednesday 8 January 2020	N/A
<i>Deadline for submission of School and Personal Cases</i>	Wednesday 15 January 2020	N/A
<i>Date of Faculty Promotions Committee</i>	2pm Wednesday 12 February 2020	N/A
<i>Date of University Promotions Committee</i>	2pm Thursday 27 February 2020	N/A

## Summer 2020

	<b>Green Book</b>	<b>APH</b>
<i>Cases considered at this meeting?</i>	<ul style="list-style-type: none"><li>• Confirmation of appointment</li><li>• Promotion to Chair (external assessors reports)</li><li>• Special Increment</li><li>• Discretionary Awards</li></ul>	<ul style="list-style-type: none"><li>• Confirmation of appointment</li><li>• Special Increment</li><li>• Discretionary Awards</li></ul>
<i>Deadline for Schools to notify individuals whose cases are not supported</i>	Wednesday 25 March 2020	Wednesday 25 March 2020
<i>Deadline for submission of School and Personal Cases</i>	Wednesday 1 April 2020	Wednesday 1 April 2020
<i>Date of Faculty Promotions Committee</i>	2pm Wednesday 6 May 2020	2pm Wednesday 6 May 2020
<i>Date of University Promotions Committee</i>	2pm Wednesday 13 May 2020	2pm Wednesday 13 May 2020

Further information can be found in the [Green Book](#) and the [Academic Progressions Handbook](#), but if you have any questions about the procedures or the timetables set out please contact the relevant Human Resources Manager:

Alison Clements (FMH) ext. 2193 / email [alison.clements@uea.ac.uk](mailto:alison.clements@uea.ac.uk);

Linda Cole (HUM) ext. 3582 / email [linda.cole@uea.ac.uk](mailto:linda.cole@uea.ac.uk);

Santha Forder (SSF) ext. 2936 / email [s.forder@uea.ac.uk](mailto:s.forder@uea.ac.uk);

Jenny Summers (SCI) ext. 2124 / email [jenny.summers@uea.ac.uk](mailto:jenny.summers@uea.ac.uk).

Helen Wiseman

30 July 2019