ACADEMIC PROMOTIONS TIMELINE

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| Applications invited for promotion | | |
|  | **Monday 3 December 2018 – Friday 25 January 2019 at 4.00 pm** |

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| Applications submitted via Queen’s Online (QOL) | |
|  | **By** **Friday 25 January 2019 at 4.00 pm** |

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| Head of School to provide Human Resources with the names of referees via QOL | | | |
|  |  |  | **By Friday 8 February 2019** |

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| Together with colleagues, Head of School considers all submissions and completes Head of School’s Report via QOL for onward submission with the minutes of the meeting of the School Committee to the Faculty Committee Stage via Human Resources | | | |
|  |  |  | **By Friday 1 March 2019** |

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| Faculty Committees meet to consider all applications and forward recommendations to Central Promotions Committee | | | |
|  |  |  | **By Friday 22 March 2019** |

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| Central Promotions Committee will review all recommendations made at previous stages, make final decisions and write to let applicants know the outcome | | | |
|  |  |  | **By early May 2019** |

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| Review: Applicants may submit a request for review on a procedural defect or some other substantive reason via the Director of Human Resources | | | |
|  |  |  | **By Monday 20 May 2019 at 4.00 pm** |

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| Central Promotions Review Committee will consider all submissions for review and reach decisions which will be conveyed in writing to individuals. | | | |
|  |  |  | **By mid-June 2019** |