

Academic Promotions Call for submissions

Dear Colleague

As part of the University's Academic Framework, today sees the call for submissions to the **Academic Promotions Process for 2023/24**.

The Career Pathway Academic Promotions process supports a consistent, equitable mechanism for assessing and rewarding an individual's contribution to academic life.

Staff are strongly encouraged to attend the university's staff briefings (see the end of this article for dates) if they are considering a promotion, to understand how this process may support them.

For 2023/24 staff can apply for a promotion on the Teaching only, Research only, or a full academic Teaching and Learning, Research, or Knowledge Exchange and Enterprise pathway where they are able to fully demonstrate the requirements.

What you need to do:

Colleagues who are considering applying for promotion or alignment to the Career Pathway levels are strongly encouraged to attend a briefing and should read the provided guidance and **must use the most up to date submission documents which are now on the portal**.

Colleagues should also discuss with their Head of School (or equivalent line manager) their intention to submit an application for promotion or alignment to the Career Pathway levels.

On deciding to apply for promotion or alignment, colleagues should ensure they use the appropriate application form to record their evidence against their chosen career pathway and provide the additional required information before submitting an application.

All application information must be sent to the contact identified on the application form for the relevant Faculty **in a single PDF format**.

Failure to return applications in the correct format or with omissions in the applications will result in these being returned to the applicant and may not be considered by the Faculty panel.

The Career Pathway Academic Promotions procedure and process guidance, including application forms and process flow charts for Faculty and the University Panel are available on the [People Directorate web pages](#).

Timetable for the 2023/24 promotion round:

Activity	Timeline
Academic promotion roadshows on Teams in January 2024	15 January 15.00 – 16.30 16 January 14.00 – 15.30 19 January 15.00 – 16.30
Academic promotions – call for submissions	22 January 2024
Application Deadline Academic promotions – application submitted to identified Faculty Administrator	8 March 2024
Academic promotion – local Faculty panel	March - April 2024
Academic promotion – Faculties submit information to the People Directorate	April 2024
Academic promotion – References sought for Associate Professor/Professor promotion submission	April – 21 June 2024
Academic promotion – University panel	w/c 22 July 2024
Academic promotion – University panel decisions on submitted applications and notification communicated to applicants	August 2024
University wide promotions communication issued	September 2024
Common implementation date for all successful applicants for promotion	1 September 2024

Staff briefings will be held on Teams:

Monday 15 January 15.00 – 16.30

Tuesday 16 January 14.00 – 15.30

Friday 19 January 15.00 – 16.30

Colleagues wishing to book on a staff briefing session should book [here](#).

Deadline for application submission:

All **applications** must be accompanied by an **abridged CV** (*maximum of 2 pages*), a **full list of publications** and will need to be received by your Faculty promotions panel administrator by Friday 8 March 2024. **These three documents should be sent as a single PDF document.**

A list of administrators to whom submissions should be sent is included on each application form and outlined below:

- Faculty of **Business** –
Maureen Montague - M.P.Montague@gre.ac.uk
- Faculty of **Education, Health and Human Sciences** –
Suzanne McGrath - S.McGrath@greenwich.ac.uk
- Faculty of **Engineering and Science** –
Sharon Wood S.R.wood@gre.ac.uk
- Faculty of **Liberal Arts and Sciences** –
Sharron Denham S.Denham@gre.ac.uk

Engagement of staff currently out of the office:

Line managers must ensure that staff currently out of the office are made aware of the call for submissions for promotion and signpost absent staff to information about the action they need to take should they wish to apply for promotion or alignment.

Enquiries:

rewardandbenefits@gre.ac.uk