

# Academic Promotions Timetable

2022



		LEVEL B	LEVEL C	LEVEL D	LEVEL E
Briefing Sessions	General	Monday 14 February 2022 2pm – 3pm Tuesday 15 February 2022 10am - 11am		Monday 14 February 2022 3.30pm – 4.30pm Tuesday 15 February 2022 11.30am - 12.30pm	
	Women's Academic Promotion Briefing Sessions	Wednesday 23 February 2022 10am - 11am Thursday 24 February 2022 1pm - 2pm			
	Performance Relative to Opportunity Briefing Session	Thursday 31 March 2022 11am – 12.30pm			
Call for applications		28 February 2022	28 February 2022	28 February 2022	28 February 2022
Applicants to advise HoD / HoS of intention to apply for promotion via AC@M (and notify Nora Li by email)		18 March 2022	18 March 2022	25 March 2022	25 March 2022
Closing date for completed applications to be submitted through AC@M. HoD / HoS to prepare report		22 April 2022	29 April 2022	27 May 2022	13 May 2022
Due dates for HoCs to forward draft reports to HoS for input (pls cc Nora Li)		<b>2 May 2022</b>	<b>9 May 2022</b>	<b>6 June 2022</b>	<b>23 May 2022</b>
Application and HoD /HoS report returned to applicant via AC@M		6 May 2022	13 May 2022	10 June 2022	27 May 2022
Closing date for applicant response/ acknowledgement to HoD /HoS report  Applications close: Any changes and/or late submissions will not be accepted after this deadline.		<b>13 May 2022</b>	<b>20 May 2022</b>	<b>17 June 2022</b>	<b>3 June 2022</b>
References requested by HR Assist		from 16 May 2022 (internal only)	from 23 May 2022 (internal only)	from 20 June 2022	from 6 June 2022
Referee reports returned to HR Assist		6 June 2022	13 June 2022	19 September 2022	8 August 2022
Meetings of Faculty Appointments and Promotions Committee		27 June – 8 July 2022	27 June – 8 July 2022	3 – 14 October 2022	22 August – 2 September 2022
UAPC papers required by		N/A	N/A	N/A	13 September 2022
University Appointments and Promotions Committee meetings		N/A	N/A	N/A	4 October 2022 11 October 2022 18 October 2022
Promotion Announced		August 2022 (Faculty)	August 2022 (Faculty)	November 2022 (Faculty)	November 2022 (Provost)
Formal letters released Via ACM		25 August 2022	25 August 2022	25 November 2022	15 November 2022
Promotion effective		1 September 2022	1 September 2022	1 January 2023	1 January 2023

## Notes:

- The Promotions timetable will be published here: <https://staff.unimelb.edu.au/human-resources/academic-careers> and on this [KBA](#)
- This timetable is published 3 years in advance – except for the current year, the dates for the other 2 years are indicative and may be subject to change.

## For more information:

Please contact Dawn Quintal | T: +61 3 8344 4827 | E: [dawn.quintal@unimelb.edu.au](mailto:dawn.quintal@unimelb.edu.au) or the HR Assist team via this online form: <http://go.unimelb.edu.au/4e2r>