

Academic Promotions Timetable 2024



For MSPGH Only

		Applying for Promotion to:			
		LEVEL B	LEVEL C	LEVEL D	LEVEL E
Briefing Sessions	General	Tuesday 6 February 2024 (9.15 am – 10.15 am) Thursday 8 February 2024 (1.15 pm – 2.15 pm)		Tuesday 6 February 2024 (10.45 am – 11.45 am) Thursday 8 February 2024 (2.45 pm – 3.45 pm)	
	Women's Academic Promotion Briefing Sessions	Monday 12 February 2024 (2.15 pm - 3.15 pm) Tuesday 13 February 2024 (10.15 am – 11.15 am)			
	Performance Relative to Opportunity Briefing Session	Thursday 7 March 2024 (11.15 am – 12.45pm)			
Call for applications		Monday 26 February 2024	Monday 26 February 2024	Monday 26 February 2024	Monday 26 February 2024
DUE DATE 1: INTENTION TO APPLY DUE DATE Date for applicants to advise HoD / HoS of intention to apply for promotion via AC@M		Friday 15 March 2024	Friday 15 March 2024	Friday 15 March 2024	Friday 15 March 2024
DUE DATE 2: APPLICATION SUBMISSION DATE Date for completed applications to be submitted through AC@M to HoD / HoS.		Friday 19 April 2024	Friday 26 April 2024	Friday 24 May 2024	Friday 10 May 2024
DUE DATE for MSPGH only: Draft HEAD REPORT DUE DATE Date for HoCs to forward the draft Head report to Nancy Baxter (cc Rita Costas) for input		Monday 29 April 2024	Monday 6 May 2024	Monday 3 June 2024	Monday 20 May 2024
DUE DATE 3: HEAD REPORT DUE DATE Date for HoD / HoS to complete and upload report which will be returned to applicant via AC@M		Monday 6 May 2024	Monday 13 May 2024	Tuesday 11 June 2024	Monday 27 May 2024
DUE DATE 4: FINAL SUBMISSION CLOSING DATE Date for applicant response/ acknowledgement to HoD / HoS report IMPORTANT: Any changes and/or late submissions will not be accepted after this deadline.		Monday 13 May 2024 (12 Noon)	Monday 20 May 2024 (12 Noon)	Tuesday 18 June 2024 (12 Noon)	Monday 3 June 2024 (12 Noon)
References requested by HR Assist from		13 May 2024 (internal only)	20 May 2024 (internal only)	18 June 2024	3 June 2024
Referee reports returned to HR Assist by		Monday 27 May 2024	Monday 3 June 2024	Monday 5 August 2024	Monday 15 July 2024
Faculty Appointments and Promotions Committee meetings		Monday 24 June – Friday 5 July 2024	Monday 24 June – Friday 5 July 2024	Monday 30 September – Friday 11 October 2024	Monday 19 August – Friday 30 August 2024
University Appointments and Promotions Committee meetings		N/A	N/A	N/A	1 October 2024 8 October 2024 22 October 2024 29 October 2024
Formal letters sent Via ACM		Friday 30 August 2024	Friday 30 August 2024	Friday 6 December 2024	Friday 15 November 2024
Promotion announced		September 2024 (Faculty)	September 2024 (Faculty)	December 2024 (Faculty)	November 2024 (Provost)
Promotion effective		1 September 2024	1 September 2024	1 January 2025	1 January 2025

Notes:

1. 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.
2. Level D – Please note submission date for Head Report & Final Submission closing date has been moved to a Tuesday due to Public Holiday.
3. Further information on the Promotion Briefing Sessions including registration details will be published in Staff News and the [Academic Careers Promotion Website](#) in January of the new year.

For more information:

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