

Before the member of staff applies for promotion, the HoD, as part of the Performance Development Discussion framework, discusses the merits of their case for potential promotion and the timescales.

Promotion to Professor

Individual applies for promotion

HoD supports promotion

YES

NO

Promotion to Professor Committee convenes to review promotion application

Feedback to member of staff from HoD and plan put in place

Supported Case to progress to next stage seeking references

YES

NO

Letter to individual advising preceding to next stage and seeking 3 references (cc HoD)

HOC as representative of the Committee advises HoD and the candidate of outcome.

References requested and received

HR drafts outcome letter to individual – sent from HoC (cc HoD)

Individual invited to attend panel interview with members of the Committee and their Head of Department

HoD meets individual to provide feedback and agree plan of action

Communication from HR to all Heads of Departments and eligible staff.

Promotion to Professor

