



APPLICANT & HEAD OF SCHOOL CHECKLIST FOR ACADEMIC PROMOTION PROCEDURE

Level 7

Application deadline: **27 October 2021 4pm**

Head of School Deadline: **3 November 2021 4pm**

Levels 4, 5 and 6

Application deadline: **8 December 2021 4 pm**

Head of School Deadline: **15 December 2021 4 pm**

For Promotion to:	CV (standard format only) including SET score information for all applicants except Research only staff.	5 research publications	Applicant Pro-forma for Promotion (concise and within word limits)	If a web link/ electronic copy of any of the 5 research publications is not available please send one hard copy to Kathryn Howard, HR.	HoS Pro-forma - copy to be given to candidate before application deadline or sent to HR if after by specified deadline	HoS/Faculty School/Faculty Pre-Promotion Committee meeting – promotions report pro-forma to be sent electronically to Faculty Pro-Vice-Chancellor, copy to BR-HR-Promotions@exmail.nottingham.ac.uk (HR)
Level 4	Y	N	Level 4 or 5	N	Y	Y
Level 5	Y	Y – for those applying through research & teaching or research only route	Level 4 or 5	Y	Y	Y
Level 6	Y	Y – for those applying through research & teaching or research only route	Level 6	Y	Y	Y
Level 7 - Professor	Y	Y – for those applying through research & teaching or research only route	Level 7	Y	Y	Y