

STEP 1 OF THE UNIVERSITY ACADEMIC PROMOTION PROCESS FLOWCHART FOR CLINICAL ACADEMICS

September 2018

HR to inform all Clinical Academic staff of the promotion procedures for 2018, ensuring all applications are submitted from 1st September to the 30th November.

All Academic Career Pathways principles, criteria and application forms can be located [here](#).

Please select the level of promotion you are applying for and review the documentation prior to completing your application form.

Clinical Academics will not be required to complete a University PDR as they are expected to complete a joint University/NHS PDR utilising the NHS MARS system. However, all staff applying for promotion are expected to check their KPI data on the University online PDR and amend if required, as detailed on the online system located [here](#).

Please note that all queries will need to be sent by **Friday 23rd November**. No queries will be administered after this date.

By the 30th November

Clinical Academic staff will be required to email their promotion application forms to:
academicpromotion@swansea.ac.uk.

Any applications received after 30th November will not be considered.

Supporting documentation will not be considered by the committee. All information should be included in the promotion application form.

1st December 2018 to 31st March 2019

All academic promotion applicants including Clinical Academic staff will be considered by the appropriate promotion committee as illustrated in Step 2 of the Promotion flowcharts.

(Please click [here](#) for the appropriate level of promotion)