

## STEP 1 OF THE UNIVERSITY ACADEMIC PROMOTION PROCESS FLOWCHART FOR STAFF WITHIN THEIR PROBATIONARY PERIOD 2018

**11<sup>th</sup> September**

HR will email all current academic probationary staff to request intentions to apply for promotion **by the 17<sup>th</sup> September.**

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.

Any individuals wishing to apply for promotion need to confirm their intention by email to [academicpromotion@swansea.ac.uk](mailto:academicpromotion@swansea.ac.uk) by the **17<sup>th</sup> September.**

**From 17<sup>th</sup> September**

University will collate KPI information for each member of staff within their probationary period applying for promotion.

By the **26<sup>th</sup> September** all probationary applicants will be provided with their KPI information.

**From 26<sup>th</sup> September**

Probationary applicants will need to review their KPI information. For any areas that require further clarification please send queries to [academicpromotion@swansea.ac.uk](mailto:academicpromotion@swansea.ac.uk) to be resolved. All KPI queries to be sent by **29<sup>th</sup> October**. No queries will be administered after this date.

**From 30<sup>th</sup> October to 30<sup>th</sup> November**

Probationary staff will need to email their promotion application forms to [academicpromotion@swansea.ac.uk](mailto:academicpromotion@swansea.ac.uk). Any applications received after the 30<sup>th</sup> November will not be considered. Supporting documentation will not be considered by the committee. All information should be included in the promotion application form.

**1<sup>st</sup> December 2018 to 31<sup>st</sup> March 2019**

All academic promotion applicants including staff within their probationary period will be considered by the appropriate committee as illustrated in Step 2 of the Promotion Flowcharts [here](#).  
*(Please select appropriate level of promotion)*