

12 December 2016
Our ref: SMCg/RMcC/WM

Dear Colleague

Academic Promotions Scheme - 2017

The Academic Promotions exercise for 2017 is now launched and details of the Scheme are available from the Personnel website: <http://go.qub.ac.uk/AcademicPromotions>

Academic staff, whose service commenced on or before 28 January 2016, who are not currently on probation and who wish to be considered for promotion to Senior Lecturer, Reader or Professor level must complete and submit their Academic Curriculum Vitae and Applicant Statement through Queen's Online by 4.00 pm on Friday 27 January 2017. Please note that **both** documents must be submitted in order to be considered for promotion.

As you will be aware, the Academic CV uses a number of University core systems, including PURE to automatically populate information. Should you require any clarification or advice in relation to using PURE, please contact Dr J Greer (j.greer@qub.ac.uk, ext 1139). Alternatively, you can email the Pure Help Desk at Puresupport@qub.ac.uk. I would also encourage you to carefully read the PURE user guide which provides helpful information in relation to many frequently asked questions.

Technical support for the online Academic Promotions process is available by contacting Mr G Campbell (g.campbell@qub.ac.uk, ext 1130). Alternatively, you can email Academic Promotions technical support at academicpromotionshelpdesk@qub.ac.uk and your enquiry will be dealt with by one of the support team.

The Academic CV User Guide is attached and I would strongly encourage you to read the Guidelines and how this information relates to the Academic Profiles.

It is the responsibility of applicants to provide accurate and up-to-date information. In particular, I would draw your attention to the following:

- Please note that some minor changes have been made to the Scheme and the Academic Profiles. I would urge you to read both carefully;
- It is essential that you provide information in relation to teaching evaluations to demonstrate the quality of your teaching over the last three academic years and an example of this can be found in the Academic CV User Guide (Teaching Duties section). In addition you are also required to provide information in relation to teaching for the first semester of the 2016/17 academic year. You should input this information as a textual commentary under Teaching Duties. Please note that failure to provide evidence of teaching evaluations will result in your application not being considered;
- The information relating to PhD supervision is sourced from PURE and should accurately reflect your supervision portfolio;
- I would remind you of the good practice of regularly saving your work on the Academic CV and Applicant Statement to protect your information against any technical difficulties that could occur. Please note that you can submit your application any number of times with each new submission overwriting the previous;
- Please submit the final version of these documents through Queen's Online by the closing date. Please be advised that any amendments made to the documents after 4.00 pm on the closing date will not be considered as the system will have closed.



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It is considered that if an offer of promotion is made it will be accepted. The promotion will be effective from 1 August 2017. Promoted staff will be expected to continue to carry out their share of administrative and management responsibilities, in their Schools.

If you require any further information in relation to the 2017 exercise, please email academic.promotions@qub.ac.uk. Please note you should seek appropriate mentoring and advice from your Head of School about the requirements of this scheme and the timing of an application before deciding whether to apply and for which grade.

Yours sincerely



 Sean McGuickin
Director of Human Resources.