Mathematics Department Academic Promotions Procedure

The formal College promotion procedures, including application forms and deadlines can be found at:

http://www3.imperial.ac.uk/hr/workingatimperial/career/promotion/academicpromo

1. When it is published centrally (usually Sept/Oct), the HoD will send the annual promotion procedure email to all staff and invite them to contact their respective HoS if they wish to be considered.

2. The HoS will consult other senior staff in the Department, or outside the College, about the timeliness of each case for promotion, bearing in mind that an unsuccessful application usually means that promotion would not be reconsidered the following year.

3. All Staff are invited to submit to the HoD a pdf summary (up to three pages in length) of their achievements, including publications, since their last promotion (or since their date of appointment to Imperial, if they have not been promoted since then). This summary may include a request that they be considered for promotion and/or a discretionary pay award. Staff usually choose, though are not required, to copy their HoS in this correspondence.

4. The HoD will know either by being directly contacted by the individual staff member or via the HoS, all those wishing to be considered for promotion and/or a discretionary pay award.

5. All cases for promotion will be considered at the annual promotion meeting (early Nov).

6. HoS or HoD will inform those members of staff that are being supported by the Department and the candidate then finalises their paperwork for submission to College.

7. For unsupported cases, the HoS will inform the candidate why the case was not considered suitable for support at the present time and advise them of the procedure of applying directly to College as an unsupported personal application.