

# Applying for a Promotion to Senior Lecturer

1

2

3

4

## GATHERING FEEDBACK AND INFORMATION

Prior to **starting** an application, please discuss the following with line management, and colleagues more widely:

- **Feedback** on performance.
- **Ideas** on how to approach an application.
- **Examples** that may best evidence the discussion topics.
- The **experience of others** who have completed the promotions process.

To help shape your application, we advise reflecting on **career progression and future goals**, as well as reading the **Academic Development Framework**.

## COMPLETING THE APPLICATION FORM AND SUPPORTING DOCUMENTS

Once you have gathered further information, feedback, evidence, and examples please:

- Complete the **promotion application form**, ensuring that you address the required topics, as well as evidence your achievements.
- **Review** your **CV** to ensure it meets the required **formatting conventions** and provides an up to date overview of your career.
- **Review** your **Personal Research plan** to ensure this is current and that it aligns with you career goals.

## SUBMISSION

**Prior to submitting**, please:

- Collaborate with your line manager to finalise your application.
- Progress your application form and supporting documents to both your **Head of Department** and **PVC Dean**, who will complete a critical appraisal.

Please submit your application and supporting documents to **hrcommittees@brookes.ac.uk** by **31 July 2023**.

## OUTCOMES

Outcomes will be provided to applicants no later than **31 August 2023**.

**Promotions to Senior Lecturer** will be **applied from 1 September 2023**.

If unsuccessful, you will be provided with **feedback**.

Please discuss this with your line manager and Head of Department, who can support you with a **future application**.