

TIMETABLE FOR PROMOTION TO THE TITLES OF READER AND PROFESSOR ACADEMIC YEAR 2016/17

Submissions for the titles of Reader and Professor are considered by the Academic Promotions, Advancements and Titles Committee (APATC) once per term. The dates below refer to the deadlines for promotion submissions for the title of Reader, Professor and Professorial Teaching Fellow.

All other promotions will be considered through the relevant Academic Promotion Board annually in April. More information is available on the Promotions web pages, including the Timetable for Academic Promotions 2016-17.

APATC dates

Term	APATC	Submission Deadline to HR
Autumn	Tuesday 18 th October 2016	Friday 16th September 2016
Spring	Friday 10 th February 2017	Friday 13th January 2017
Summer	Wednesday 10 th May 2017	Friday 7th April 2017

Heads of Schools should forward all Readership and Professorial submissions, together with the applicant checklist and referee checklist, to **Sarah O'Malley** (Academic Promotions and Professorial Appointments Co-ordinator, Human Resources) at s.omalley@sussex.ac.uk.

Submissions received after the deadline may not be considered.

APATC Process and Timeline

Please note all submissions are considered initially by APATC. Each candidate's submission will be considered for progression to the calling of references. If it is decided that references are to be taken up, the submission will return to APATC in the following term with the references for further consideration. If the Committee decides that the references support the case, the title of Reader or Professor will then be awarded.