





## INTRODUCTION

The promotions process at Brunel University London is based on principles of equity, fairness



## Stage 1 – Departmental Promotion Panels

The first stage of a promotion application is to complete the application pro-forma (adhering strictly to advised word limits) and supporting evidence and submit using the application page link on the Academic Promotions web page.

The Departmental Promotion panel membership will be as follows:

- Head of Department (Chair)
- Departmental Director of Teaching and Learning
- Departmental Director of Research
- The Senior Tutor
- One Professor from the Department
- One Professor from a different College
- Divisional Lead (if appropriate)
- A representative of Hu0.0000otm









clearly label your evidence with the criterion it supports, using the alpha/numeric listing as shown in the criteria document.

adhere to the word count for each section as specified in the application form.

ask a critical friend to review / sense check your application.

**Finally and most importantly** - colleagues who are turned down for promotion can sometimes experience, for example, loss of self-esteem and/or confidence, demoralisation, psychological problems, etc. This testifies to the importance of getting things right especially in terms of feedback and justification of decisions.

Therefore, the feedback provided by Chairs and HR colleagues must be very carefully and sensitively drawn up and timely. The feedback should be written, considerate, itemised and give clear indications of what needs to be done to be successful next time. There must be more than