

PROMOTION AND REVIEW OF ACADEMIC STAFF: TIMETABLE FOR 2016-17
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Documentation, including writings in electronic form, should be submitted electronically to HR.Reviewandpromotion@LSE.ac.uk. Hard copy writings for Review and Promotion proposals should be submitted to the Reward, Review & Promotions Team, Human Resources, 5th Floor Lionel Robbins Building. **Failure to submit documents by the stated deadline may preclude consideration of the case.**

Michaelmas Term:	Thursday 22 September – Friday 9 December
Mon 10 October 2016	Heads of Department's Deadline 1 (see Annex D for details)
Mon 31 October 2016	Heads of Department's Deadline 2 (see Annex D for details)
Wed 9 November 2016	Promotions Committee (Schedule of Business) <ul style="list-style-type: none"> Considers Departmental External Experts Lists for use in the current Review and Promotions round. Receives names of Review and Promotion candidates and approves Referees to be consulted forthwith. Approves allocation of Departmental Assessors and External Experts to advise on Review and Promotion cases. Considers proposals for advancement / deferral of Interim Review / Major Review. Appoints Internal Readers and Monitors to read the writings of candidates for all cases except those for Interim Review.
Wed 23 November 2016	Promotions Committee (Interim Reviews) <ul style="list-style-type: none"> Takes decisions on Interim Reviews of Lecturers and Assistant Professors
Lent Term:	Monday 9 January – Friday 24 March
Wed 8 February 2017	Promotions Committee (Lecturers' Major Review and New Research Staff Career promotions) <ul style="list-style-type: none"> Takes decisions on Major Review of Lecturers. Takes decisions on promotions of research staff. <p>HEADS OF DEPARTMENT are asked to ensure they are present in the School and available to attend this meeting, if called.</p>
Wed 8 March 2017 & Thu 9 March 2017	Promotions Committee (Major Review with Promotion to Associate Professor and Academic Promotion cases) <ul style="list-style-type: none"> To consider proposals for Major Review with Promotion to Associate Professor, proposals for Promotion to Associate Professor (post-Major Review Lecturers/Assistant Professors only) and proposals for Promotion to Professor <p>HEADS OF DEPARTMENT are asked to ensure they are present in the School and available to attend this meeting, if called.</p>
Summer Term:	Monday 24 April – Friday 9 June
Wed 10 May 2017	Promotions Committee (Annual Review) <ul style="list-style-type: none"> To conduct an annual review of policy and procedures in light of the current session's Promotion and Review round, with proposals for changes to policy / procedure recommended to the annual meeting of the Appointments Committee.
Wed 07 Jun 2017	Appointments Committee (VCAC's Annual Report) <ul style="list-style-type: none"> Proposals for changes to policy / procedure in respect of the annual academic promotion and review round, recommended by the Promotions Committee. A report on the general pattern of quality and procedures for academic appointments across and within the School.