

5 points you should know about Promotion at QUB

1. **Differentiate between Academic Profiles and Academic Standards.**
The first one is university-wide and you have to demonstrate that you meet the criteria of your current role (Lecturer, Senior Lecturer, Reader etc.). By contrast, you have to show you are exceeding the Academic Standards set for your School.
2. When you apply for promotion, you have to populate your **statement and your academic CV**. Make sure they are both consistent with each other. Make sure your Academic CV is up to date. **Do not leave any textbox blank**. Include everything you do! Give evidence – numeric data and scores, positive comments from the External Examiner. Use the language of academic profiles. In addition to your achievements, give some hints about your program of research, publication etc. Insist on every leadership role and activities.
3. **The School and Faculty panel are advisory; the Central Committee is decisive.** Don't assume the readers of your application will be experts in your field, so explain what you did and underscore its significance. Use the language of academic profiles when possible. Yet the later will rely on your School's decision, so make sure you meet with your HoS to discuss your promotion application beforehand, to make sure you agree on your readiness or, what you need to achieve to be successful.
4. **Indicate what might have affected your performance or work pattern** – parental leave, sickness, part-time work, disability, care for relatives etc.
5. **If you are unsuccessful:** you can **appeal** but pay attention to the deadline. Contact the union as soon as possible for support. If you are still unsuccessful after the appeal, try to know from your HoS why you were unsuccessful (a FOI might be necessary), so that you can address these points in your future application.