Applications are now invited for promotion to Professor to take effect from 1 January 2016. Submissions from applicants are due to the Director, Human Resources by 2 June 2015.

Please refer staff to the Academic Submission Timetable for the full list of submission dates including Annual Reviews and SSP.

Please forward this advice to interested staff in your area including those on Special Studies Programs or overseas. Applicants are required to submit an application which comprehensively covers their academic careers. The cover letter should provide a concise career summary, clearly demonstrating their case for promotion and vision for the future. A guide to writing this letter is available at Building a Case for Professorial Promotion - a Guide to Writing the Cover Letter. In addition, the 2014 March Panel Information Session led by the Vice-Chancellor was recorded and is available for viewing on the Current Staff Promotion - professorial (Level E) webpage.

Applications will be considered by the Professorial Promotions Committee. The following schedule provides further details of due dates for applications. In particular please note that applications are due to the Head/Institute Director by 1 May as per the previously published Submission Timetable:

By 1 May  In addition to Form A: Academic Portfolio of Achievement, Form B: Achievements and Objectives submitted for an annual review, the applicant submits the Cover Letter and the form Applicant Nomination of Referees for Professorial Promotion to the Head of School or equivalent in a Centre or Institute. Note that applicants must provide a short statement regarding each referee. Heads must not nominate identical referees to the applicant’s.

By 14 May  Head provides a completed copy of Form D, Assessment and Recommendation for Continuing Appointment and Promotion, to the applicant.

By 21 May  Applicant sends the full application, and the Form D to the Executive Dean or Institute Director

By 2 June  Applicant sends the application and the Form D to the Director, Human Resources at cap@uq.edu.au

By 2 June  Head sends the completed Head/Director Nomination of Referees for Professorial Promotion, to the HR Director at cap@uq.edu.au including statements about why they have been suggested (refer procedures section 8.1.2 for policy PPL 5.80.14 Promotion to Professor).

By 12 June  Executive Dean or Institute Director sends the completed Executive Dean/Director Report: Professorial Promotion to the applicant and Director, Human Resources at cap@uq.edu.au and

Interviews will be scheduled on the following dates which applicants must be available for:
- Tuesday 27 October
- Wednesday 28 October
- Thursday 19 November
The Chair of the Committee, or nominee, will advise applicants of the outcomes of their applications in November. A list of successful applicants will be published on the Professorial Promotions website.

The governing policies PPL5.80.14 Promotion to Professor and PPL5.70.17 Criteria for Academic Performance may be accessed through the Professorial Promotions web-site. The Promotion to Professor Procedures describe the application process and the requirements of the applicant, Head and Executive Dean/Institute Director.

Please direct any enquiries to the Director Human Resources at cap@uq.edu.au or on 3365 1004 or 3365 2346.

Regards

Jane

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