

PROMOTION AND REVIEW OF ACADEMIC STAFF: TIMETABLE FOR 2023-2024
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Documentation, including writings in electronic form, should be submitted electronically to hr.reviewandpromotion@lse.ac.uk. **Failure to submit documents by the stated deadline may preclude consideration of the case.**

Autumn Term:	Monday 25 September – Friday 8 December 2023
Mon 2 October 2023	Heads of Department's Deadline 1 (see Annex D for details)
Mon 23 October 2023	Heads of Department's Deadline 2 (see Annex D for details)
Wed 15 November 2023	<p>Promotions Committee (Schedule of Business)</p> <ul style="list-style-type: none"> ▪ Receives names of Review and Promotion candidates and approves Referees to be consulted forthwith. ▪ Receives Journal List and Publishing Norms documents submitted by departments. ▪ Considers proposals for advancement / deferral of Interim Review / Major Review. ▪ Appoints Internal Readers and Monitors to read the writings of candidates for all cases
Winter Term:	Monday 15 January – Thursday 28 March 2024
Wed 7 February 2024	<p>Promotions Committee (Interim Reviews)</p> <ul style="list-style-type: none"> ▪ Takes decisions on Interim Reviews of Assistant Professors ▪ Takes decisions on proposals for Promotion to Assistant Professorial Research Fellow
Tue 5 March, Wed 6 March, Thu 7 March & Wed 27 March 2024	<p>Promotions Committee (Major Review and Promotion cases)</p> <ul style="list-style-type: none"> ▪ Takes decisions on 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 ▪ Takes decisions on promotions of staff on the New Research Staff Career ▪ Takes decisions on promotions of staff on the Education Career Track <p>HEADS OF DEPARTMENT are asked to ensure they are present in the School and available to attend this meeting, if called.</p>
Spring Term:	Monday 29 April – Friday 14 June 2024
Wed 15 May 2024	<p>Promotions Committee (Annual Review)</p> <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 24 June 2024	<p>Appointments Committee (VCAC's Annual Report)</p> <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.