

PROMOTION AND REVIEW OF ACADEMIC STAFF: TIMETABLE FOR 2024-2025
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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 30 September – Friday 13 December 2024
Mon 30 September 2024	Heads of Department's Deadline 1 (see Annex D for details)
Mon 21 October 2024	Heads of Department's Deadline 2 (see Annex D for details)
Wed 13 November 2024	<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 20 January – Friday 4 April 2025
Wed 5 February 2025	<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 4 March, Wed 5 March, Thu 6 March & Wed 26 March 2025	<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:	Tuesday 6 May – Friday 20 June 2025
Wed 14 May 2025	<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 11 June 2025	<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.