

Academic Promotions Timetable 2025



		Applying for Promotion to:			
		LEVEL B	LEVEL C	LEVEL D	LEVEL E
Briefing Sessions	General (all academics)	Week of 10 February 2025 (Date & Time TBC)		Week of 10 February 2025 (Date & Time TBC)	
	Women and gender diverse	Tuesday 18 February 2025 (10.00 am – 11.00 am) Thursday 20 February 2025 (11.30 am – 12.30 pm)			
	Performance relative to opportunity	Tuesday 25 February 2025 (Time TBC)			
Call for applications		Monday 3 March 2025	Monday 3 March 2025	Monday 3 March 2025	Monday 3 March 2025
DUE DATE 1: INTENTION TO APPLY DUE DATE Date for applicants to advise HoD / HoS of intention to apply for promotion via AC@M		Monday 17 March 2025 (12 Noon)	Monday 17 March 2025 (12 Noon)	Monday 17 March 2025 (12 Noon)	Monday 17 March 2025 (12 Noon)
DUE DATE 2: APPLICATION SUBMISSION DATE Date for completed applications to be submitted through AC@M to HoD / HoS.		Monday 14 April 2025 (12 Noon)	Monday 28 April 2025 (12 Noon)	Monday 26 May 2025 (12 Noon)	Monday 12 May 2025 (12 Noon)
DUE DATE 3: HEAD REPORT DUE DATE Date for HoD /HoS to complete and upload report which will be returned to applicant via AC@M		Monday 5 May 2025 (12 Noon)	Monday 19 May 2025 (12 Noon)	Monday 16 June 2025 (12 Noon)	Monday 2 June 2025 (12 Noon)
DUE DATE 4: FINAL SUBMISSION CLOSING DATE Date for applicant response/ acknowledgement to HoD /HoS report IMPORTANT: Any changes and/or late submissions will not be accepted after this deadline.		Monday 12 May 2025 (12 Noon)	Monday 26 May 2025 (12 Noon)	Monday 23 June 2025 (12 Noon)	Tuesday 10 June 2025 (12 Noon)
Assessor requests by HR Assist from		12 May 2025 (internal only)	26 May 2025 (internal only)	23 June 2025	10 June 2025
Assessor reports returned to HR Assist by		26 May 2025	10 June 2025	18 August 2025	14 July 2025
Faculty Appointments and Promotions Committee meetings		23 June – 4 July 2025	23 June – 4 July 2025	6 – 17 October 2025	18 – 29 August 2025
University Appointments and Promotions Committee meetings		N/A	N/A	N/A	7 October 2025 14 October 2025 21 October 2025 28 October 2025
Formal letters sent Via AC@M		Friday 29 August 2025	Friday 29 August 2025	Friday 5 December 2025	Friday 21 November 2025
Promotion announced		September 2025 (Faculty)	September 2025 (Faculty)	December 2025 (Faculty)	November 2025 (Provost)
Promotion effective		1 September 2025	1 September 2025	1 January 2026	1 January 2026

Notes:

1. This timetable is published 3 years in advance – except for the current year, the dates for the other 2 years are indicative and may be subject to change.
2. Please note some due dates have been moved due to Public Holidays.

For more information:

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