

## Indicative Timeline for Internal Promotion to Associate Professor 2025

### Announcement

- 14 February 2025** All staff email sent by DCU People to announce Associate Professor 2025 competition
- 26 February 2025** Promotion to Associate Professor Information Session will be held 26 February 2025 via zoom, recorded and viewable until the closing date of 22 April 2025
- 22 April 2025** Closing date for applications for promotion to Associate Professor: **Deadline of 4pm**

### External Referee Correspondence

- W/C 21 April 2025** Reference request and copy of Associate Professor Policy sent to the External Referee and Head of School.
- W/C 05 May 2025** Applicants are contacted and informed if External References have not been received by this date. It is then the responsibility of the applicant to contact the External Referee and ensure the reference is submitted by **Friday 16 May 2025**.
- 16 May 2025** External References are submitted to DCU People.
- Head of School References are submitted to DCU People.

### Faculty Review Panel

- 27 June 2025** FRP's completed and AP1 and AP2 forms returned to DCU People

### Academic Promotions Committee

- 13 October 2025** APC meeting
- 13 October 2025** Results of the competition communicated to all applicants