

Policy on Promotion Applications

School of Mathematics and Physics

1. Scope

This policy outlines the procedures and criteria within the School of Mathematics and Physics (SMP) for promotion applications. Applicants should follow the university promotion application process. SMP has additional requirements, beyond those of the university, which are outlined in this policy. The procedures described below apply to all academic staff in SMP seeking promotion.

2. Internal and External Reviews

In some cases, the promotion applications are initially evaluated by a Departmental Promotion Committee (DPC), while for others, the application is evaluated by the School Senior Management Team (SSMT). All promotion applications are subsequently evaluated by the School Dean and by the University Promotion Committee. In some cases, the research of the applicants is also evaluated by external reviewers. Specific school-level requirements for each situation are listed in the table below.

Promotion sought to ...	DPC evaluation	SSMT evaluation	External reviews
AC2/AC3/AC4 (Teaching-Only)	<u>Full review</u>	Calibration review	No
AC2/AC3/AC4 (Teaching-Research)	<u>Full review</u>	Calibration review	No
AC5 (Teaching-Only)	<u>Full review</u>	Calibration review	No
AC5 (Teaching-Research)	<u>Full review</u>	Calibration review	No
AC6 (Teaching-Only)	<u>Full review</u>	Calibration review	No
AC6 (Teaching-Research)	<u>Full review</u>	Calibration review	<u>Yes</u>
AC7 (Teaching-Research)	No review	<u>Full review</u>	<u>Yes</u>
AC8 (Teaching-Research)	No review	<u>Full review</u>	<u>Yes</u> ***

***) Special situation for AC8; see Section 4.

3. Departmental Promotion Committee (DPC)

Each department establishes its Departmental Promotion Committee (DPC) well before the university promotion deadline. The DPC is normally composed of the HoD (chair) and four members that are elected by the staff in the department through a voting process. Each DPC member should normally have an academic designation at level AC6, AC7, or AC8. Staff applying for promotion cannot be a member of the DPC. The HoD must seek approval from the School Dean for formal establishment of the DPC.

4. External reviews

Step 1: List of external reviewers by applicant

Applicants seeking promotion to AC6 (Teaching-Research track) and AC7 (Teaching-Research track) must provide a list of potential external reviewers.

Staff seeking promotion to AC8 (Teaching-Research track) do not need to provide a list of potential external reviewers to the school (because a list of external reviewers is already required for the university-level promotion application). Note, however, that the school will still seek external reviews from the list of external reviewers provided by the HoD.

Requirements for the list of external reviewers are as follows:

- a) Staff must provide a list of six to ten external reviewers (including name, position, affiliation, QS ranking of the affiliation, email address, and a 1-2 sentence motivation for the choice of each reviewer). These reviewers must be in the applicant's primary or secondary research fields, they must be from institutions ranked in the QS Top 500, and they must have no clear conflict of interest with the applicant, such as being a family member, a former supervisor/student/line manager, or a project collaborator within the past five years. At least half of the reviewers' current employers must be based outside mainland China.
- b) Optionally, staff may also provide a list of up to three researchers that are to be excluded from the review process. If such a list is provided, then the school will not ask these researchers for a review.
- c) Staff must submit this list of external reviewers to their HoD, CC School Dean, **at or before the university-level deadline for promotion applications**.

Given the short timeline for collecting the external reviews, applicants are strongly encouraged to provide the list of external review letters two weeks before the university-level deadline for promotion applications. This allows the HoD and HR to make preparations, so that review requests can be sent out immediately after the promotion application has been formally submitted.

Step 2: List of external reviewers by HoD

For applicants seeking promotion to AC6 (Teaching-Research track), AC7 (Teaching-Research track) and AC8 (Teaching-Research track), the HoD must provide a list of 6 to 10 additional potential external reviewers. The list should satisfy the same requirements as in Step 1. There should be no overlap with the list of potential reviewers provided by the applicant. Given the timeline of the promotion process, the list of potential reviewers should be established within 1-2 calendar days after the promotion application deadline.

Step 3: Selection of external reviewers and collection of reviews

- a) HoD sends to the Dean: (1) the list of external reviewers provided by the applicant, and (2) the list of external reviewers provided by the HoD.
- b) The Dean (or a delegate assigned by the Dean) selects 6 external reviewers (3 from the applicant's list, and 3 from the HoD's list), and sends this list to the HoD and HR. Given the timeline of the promotion process, this selection must be carried out within 2-3 calendar days after the promotion application deadline.
- c) HR helps to send out review invitations, copies HoD, and collects comments from external reviewers.
- d) HR sends the collected reviews to the HoD.

5. Application review

DPC evaluation (for promotion applications to AC2/AC3/AC4/AC5/AC6)

The HoD organizes and chairs a DPC meeting, during which the relevant promotion applications (including external reviews, if applicable) are reviewed.

HoD entry in X-HR system (for all promotion applications)

For promotion applications to AC2/AC3/AC4/AC5/AC6, HoD enters into X-HR the recommendation by the DPC, accompanied by a substantiated evaluation.

For promotion applications to AC7/AC8, HoD evaluates the promotion applications, and enters into X-HR the HoD recommendation, accompanied by a substantiated evaluation.

SSMT evaluation (for all promotion applications)

HR organizes the SSMT promotion meeting, during which the relevant promotion applications are reviewed. For promotion applications to AC2/AC3/AC4/AC5/AC6, the SSMT will perform a calibration review to ensure that all applicants receive a fair and consistent evaluation, minimising potential discrepancies between departments and upholding the principle of transparency and equity across the School. For promotion applications to AC7/AC8, the SSMT will carry out a full evaluation.

Evaluation by School Dean (for all promotion applications)

The School Dean evaluates all promotion applications, and provides a recommendation to the University Academic Promotion Panel.

University-level review (for all promotion applications)

The recommendations by the DPC, SSMT, and School Dean are provided to the University Academic Promotion Panel.

APPROVAL AND REVISION LOG

Date	Approval	Description
Jul 17, 2026	SSMT	Policy created (contents migrated from the SMP policy on promotion applications and track transfer). Full restructure of the policy document. Updates of procedure and requirements.