**HEAD OF DEPARTMENT’S STATEMENT FOR MIGRATION TO NRSC**

This form should be used by the Head of Department to report on the work of the candidate for the assessment of candidates for potential migration to the New Research Staff Career (NRSC). For research staff located in Research Centres, the Head of Department should collaborate with the Research Centre Director to complete sections 2 and 3 of this statement. The form should be submitted in electronic format to **Human Resources** at[hr.nrsc@lse.ac.uk](mailto:hr.nrsc@lse.ac.uk) to be received no later than **22 May 2015.**

**The Promotions Committee expects Heads of Department to frame their statements with the relevant role profiles in mind, taking into consideration whether the individual is already fulfilling the requirements of the new role profile, or has demonstrated that s/he is suitably qualified and competent to fulfil the requirements of the new role profile, taking into account his/her qualifications and experience**.

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| --- | --- |
| **Candidate’s Name and Title:** |  |
| **Candidate’s Department/Centre:** |  |

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| --- |
| **Case Submitted For Migration to (\**delete as appropriate* ):**  **\* NRSC Level 1 [Assistant Professorial Research Fellow]**  **\* NRSC Level 2 [Associate Professorial Research Fellow]**  **\* NRSC Level 3 [Professorial Research Fellow]** |

### 1. Departmental Recommendation

### For research staff located in departments, this statement should be drafted by the Head of Department; for research staff located in Research Centres, this statement should be drafted by the Head of Department in collaboration with the Research Centre Director. HoDs must state whom they have consulted in forming their recommendation and whether those consulted supported or did not support migration to NRSC. In particular, for research staff located in Departments, HoDs should consult the Professoriate. For research staff located in Research Centres, HoDs should collaborate with the Research Centre Director and should consult with the Department’s Professoriate. The Head of Department should also have consulted with any other relevant colleague (e.g. Principal Investigator or research group leader). The statement should be signed by both the RCD (where relevant) and the HoD. This statement should include a list of the names and affiliations of those consulted in its preparation and who have considered this application. The Promotions Committee expects that if there are differing opinions these will be explained in full.

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**2**. **Candidate’s Academic Profile (please keep this section to no more than 2 to 3 pages)**

The Head of Department, in collaboration with the Research Centre Director (where applicable), should provide an evaluative commentary on the candidate’s profile across all the areas of the role profile for which the person is being assessed for the purpose of migration.

*1. Research Productivity*

*2. Knowledge Engagement and Impact*

3. *Management and leadership of research projects*

*4. Activities relating to centre/institute/departmental/School management and administration*

**3. Career Development**

The Head of Department should confirm that Career Development Meeting(s) (CDMs) have taken place and outline the career development advice provided to the candidate.

Signed Date

**Electronic Signature of the Head of Department**

Signed Date

**Electronic Signature of Research Centre Director (where applicable)**

*Confidentiality*

Heads of Department and Research Centre Directors are advised that any submission provided will be confidential to the Promotions Committee and will be used solely for the purposes of the School's Review and Promotion processes. However, in circumstances such as a grievance, legal proceedings or a valid subject access request under the provisions of the Data Protection Act 1998, submissions may have to be disclosed to the candidate and/or a third party.