**OPTIONAL DECLARATION OF INDIVIDUAL CIRCUMSTANCES**

**FOR MIGRATION TO NRSC**

**The School expects that if staff members' individual circumstances are affecting their day-to-day activities or performance the individual would have raised these at the earliest opportunity with their Department or Centre and the Department or Centre will have addressed these issues, with the advice of Human Resources, as soon as reasonably possible**. Furthermore, the School expects that most circumstances do not need to be stated below as through discussions locally, with advice from an HR Partner, these can be resolved.

If the circumstances are exceptional then the Promotions Committee will, where necessary, consider the effect of a candidate's individual circumstances on their career progression where information has been provided by the candidate and, where the candidate so wishes, the Head of Department or Research Centre Director.

This form should be completed and signed by the candidate and, where applicable, the Head of Department or Research Centre Director. The information provided on this form, along with advice from the Department's HR Partner, will inform the Vice Chair of the Appointments Committee's advice to the Promotions Committee as to the severity of the circumstances. The details of the circumstances will **not** be disclosed to the Promotions Committee or to your department/research centre. Further Guidance on the completion of this form can be found in the Review and Promotion Guidelines 2014-15 for the New Academic Career (NAC).

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 **1 May 2015**.

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| **Candidate’s Name and Title:** |  |
| **Candidate’s Department/Centre:** |  |
| **Candidate’s Job Title:** |  |
| **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. Statement by the Candidate**

**2. Statement by the Head of Department or Research Centre Director (where applicable)**

Signed Date

**Electronic Signature of the Candidate**

**Signed Date**

**Electronic Signature of the Head of Department (where applicable)**

Signed Date

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