**HEAD OF DEPARTMENT’S STATEMENT**

This form should be used by the Head of Department to report on the work of the candidate for the review and promotion stages listed below. The form should be submitted in electronic format to **Human Resources** at [HR.Reviewandpromotion@LSE.ac.uk](mailto:HR.Reviewandpromotion@LSE.ac.uk), to be received no later than **HoD Deadline 2 (Monday 31 October 2016).**

**The Promotions Committee expects Heads of Department to frame their statements with the relevant criteria in mind** (see, respectively, Sections 3 and 4 of the Guidelines for Review and Promotion of Assistant and Associate Professors and Sections 3 and 4 of the Guidelines for Interim Review and Major Review of Lecturers).

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| **Candidate’s Name:** |  |
| **Candidate’s Department:** |  |
| **Head of Department Name:** |  |

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| **Case Submitted For** (please tick the appropriate boxes, more than one process may be included):  **Lecturer’s Interim Review**  **Lecturer’s Major Review**  **Lecturer’s Major Review followed by (if successful at Major Review) Post-Major Review Promotion to Associate Professor**  **Assistant Professor’s Interim Review**  **Assistant Professor’s Major Review with Promotion to Associate Professor**  **Post-Major Review Promotion to Associate Professor (ONLY for post-Major Review Lecturers/Assistant Professors)**  **Self-sponsored Promotion to Associate Professor (ONLY for post-Major Review Lecturers/Assistant Professors)**  **Departmentally-sponsored Promotion to Professor**  **Self-sponsored Promotion to Professor** |

**1. Departmental Recommendation**

*The Head of Department must have consulted professorial colleagues regarding the candidate, and the Head of Department's statement must be based on the information submitted to and considered by, the departmental Professoriate. The Committee expects that a decision will be taken on the basis of a vote by all serving professors, and that the Head of Department's report will indicate the numbers voting for and against as well as those abstaining. A candidate cannot be put forward for a departmentally-sponsored promotion unless s/he has the majority support of those voting. The Promotions Committee does not regard unanimity of the departmental Professoriate as a sine qua non of a successful case, but does expect that if there are differing opinions these will be explained in full.*

**2. Candidate’s Academic Profile**

*The Head of Department should provide an evaluative commentary on the candidate’s academic profile, across the range of research, teaching, administration and other professional activities, as evidenced by the curriculum vitae.* ***Heads of Department are referred to, respectively, section 4 of the Guidelines for Review and Promotion of Assistant and Associate Professors and section 4 of the Guidelines for Interim Review and Major Review of Lecturers, for guidance on the headings to be addressed in this section of the report concerning research and publication, teaching quality and service to the School.***

1. Academic Profile

2. Research Productivity and Excellence

3. Teaching Quality

*The following must be addressed specifically:*

*- Is the candidate enrolled for the PGCertHE?* ***Yes*** ***No***

*- Has a Departmental Teaching Observation been carried out in the past academic session [NOTE: Departmental Teaching Observations should be reported on via the Departmental Teaching Observation Form G/6]?* ***Yes*** ***No***

*- Is the candidate being nominated for a Teaching Prize?* ***Yes*** ***No***

### *N.B. Nominations for a Teaching Prize can be made for candidates undergoing Lecturer’s Major Review, Assistant Professor’s Major Review with Promotion to Associate Professor and Promotion to Professor. See Section 5.3 of, respectively, the Guidelines for Interim Review and Major Review of Lecturers and the Guidelines for Review and Promotion of Assistant and Associate Professors. If the candidate is being nominated for a Teaching Prize, please provide a statement in support of this nomination.*

4. Service to the Department and School

**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, and the Department’s expectations for future career progression.*

**4. FOR INTERIM REVIEW ONLY – Planned Trajectory towards Major Review**

*The Head of Department should comment on the candidate’s planned trajectory to meet the criteria for a successful Major Review for Lecturers or a successful Major Review with promotion to Associate Professor for Assistant Professors.*

Signed Date

**Electronic Signature of the Head of Department**

Confidentiality

Heads of Department are advised that any submission provided in connection with the Interim or Major Review process 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 Major Review appeal hearing, 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.