

REFERENCE GUIDE TO DEADLINES FOR REVIEW AND PROMOTION DOCUMENTATION

Departments must submit the documentation outlined below to **Human Resources** at

HR.Reviewandpromotion@LSE.ac.uk

Case type	HoD Deadline 1 (Monday 10 October 2016)	HoD Deadline 2 (Monday 31 October 2016)
Department Documentation	<ul style="list-style-type: none"> • A final Departmental External Expert List • A final Departmental Journal List 	<ul style="list-style-type: none"> • Nothing required
Interim Review	<ul style="list-style-type: none"> • Nothing required 	<ul style="list-style-type: none"> • Head of Department's Statement G/1 • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Optional Declaration of Individual Circumstances G/8
Deferred Interim Review	<ul style="list-style-type: none"> • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Request to Defer Interim or Major Review G/7 • Optional Declaration of Individual Circumstances G/8 	<ul style="list-style-type: none"> • Nothing required
Major Review with Promotion to Associate Professor	<ul style="list-style-type: none"> • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Referees for Major Reviews G/4 • Optional Declaration of Individual Circumstances G/8 	<ul style="list-style-type: none"> • Head of Department's Statement G/1 • Electronic copies of 4 writings* • Electronic copies of any book reviews* • External Experts for Promotion G/5 • Departmental Teaching Observation G/6**
Deferred Major Review	<ul style="list-style-type: none"> • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Request to Defer Interim or Major Review G/7 • Optional Declaration of Individual Circumstances G/8 	<ul style="list-style-type: none"> • Nothing required
Promotion	<ul style="list-style-type: none"> • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Referees for Promotion G/4 • Optional Declaration of Individual Circumstances G/8 	<ul style="list-style-type: none"> • Head of Department's Statement G/1 • External Experts for Promotion G/5 • Departmental Teaching Observation G/6** • Electronic copies of 4 writings* • Electronic copies of any book reviews*
Self-sponsored Promotion (for candidates submitting their own documents, the HoD deadline applies)	<ul style="list-style-type: none"> • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Referees for Promotion G/4 • Optional Declaration of Individual Circumstances G/8 	<ul style="list-style-type: none"> • Head of Department's Statement G/1 • External Experts for Promotion G/5 • Departmental Teaching Observation G/6** • Candidate's Statement G/9 • Electronic copies of 4 writings* • Electronic copies of any book reviews*
Emergency Major Review or Promotion	<i>Until Human Resources receives the following, they cannot act:</i> <ul style="list-style-type: none"> • Head of Department Statement G/1 • CV, including teaching contribution statement, research trajectory & research achievement record G/2 • Referees for Promotion G/4 • External Experts for Promotion G/5 • Optional Declaration of Individual Circumstances G/8 	
	<i>These documents must follow as soon as possible:</i> <ul style="list-style-type: none"> • Electronic copies of 4 writings* • Electronic copies of any book reviews* 	

* If e-copies are unavailable then 7 hard copies of each item are required.

** If impossible, then strictly no later than 30 January 2017 (Lecturers) and 27 February 2017 (others).