

REFERENCE GUIDE TO PEER REVIEWERS (EXTERNAL & INTERNAL)

The **Departmental External Experts Lists** and all Referee nominations on **Referees form G/4** to be submitted for the VCAC's review and Committee's approval by HoD Deadline 1 (**Monday 10 October 2016**). All nominations of External Experts for candidates to be submitted on **External Experts for Promotion form G/5**, by HoD Deadline 2 (**Monday 31 October 2016**). All documentation to be sent electronically to HR.Reviewandpromotion@LSE.ac.uk.

The **Selection Criteria for Referees (Section 7.2)** and **External Experts (Section 7.4)** must be followed when making recommendations, any queries must be directed as soon as possible to the VCAC in the first instance.

	Major Review with Promotion to Associate Professor	Promotion	Self-Sponsored Promotion	Emergency Major Review or Promotion	Fee
External Referee	Dept	Dept	Cand	Dept	-
External Referee	Dept	Dept	Cand	Dept	-
External Referee	Cand	Cand	Cand	-	-
External Referee	Cand	Cand	Cand	-	-
External Referee (Reserve)	Dept	Dept	Cand	Dept	-
External Referee (Reserve)	Cand	Cand	Cand	-	-
External Expert	Dept	Dept	Cand	Dept	£200 /candidate
External Expert	Dept	Dept	Cand	-	£200 /candidate
External Expert (Reserve)	Dept	Dept	Cand	Dept	-
External Expert (Reserve)	Dept	Dept	Cand	-	-
Departmental Assessor	Dept	Dept	Dept	Dept	£250/year + £100/ candidate
Internal Reader	VCAC	VCAC	VCAC	VCAC	-
Monitor/ 2 nd Internal Reader	VCAC	VCAC	VCAC	VCAC	-
TLC reports	HR/TLC	HR/TLC	HR/TLC	HR/TLC	-