

REFERENCE GUIDE TO PEER REVIEWERS (EXTERNAL & INTERNAL)
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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](mailto:HR.Reviewandpromotion@LSE.ac.uk).

The **Selection Criteria for Referees (Section 6.2)** and **External Experts (Section 6.3)** must be followed when making recommendations, any queries must be directed as soon as possible to the VCAC in the first instance.

	Promotion to Assistant Professorial Research Fellow	Promotion to Associate Professorial / Professorial Research Fellow	Self-sponsored promotion	Emergency 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	Cand	Dept	-
External Referee (Reserve)	-	Cand	Cand	-	-
External Expert	-	Dept	Cand	Dept	£200 /candidate
External Expert	-	Dept	Cand	-	£200 /candidate
External Expert (Reserve)	-	Dept	Cand	Dept	-
External Expert (Reserve)	-	Dept	Cand	-	-
Departmental Assessor	-	Dept	Dept	Dept	£250/year + £100/ candidate
Internal Reader	VCAC	VCAC	VCAC	VCAC	-
Monitor/ 2 <sup>nd</sup> Internal Reader	VCAC	VCAC	VCAC	VCAC	-