

## 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](mailto:HR.Reviewandpromotion@LSE.ac.uk)

Case type	HoD Deadline 1 (Monday 10 October 2016)	HoD Deadline 2 (Monday 31 October 2016)
<b>Department Documentation</b>	<ul style="list-style-type: none"> <li>A final Departmental External Expert List</li> <li>A final Departmental Journal List</li> </ul>	<ul style="list-style-type: none"> <li>Nothing required</li> </ul>
<b>Promotion to Assistant Professorial Research Fellow</b>	<ul style="list-style-type: none"> <li>CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>Funding confirmation</li> <li>Referees for Promotions NRSC/4</li> <li>Optional Declaration of Individual Circumstances NRSC/6</li> </ul>	<ul style="list-style-type: none"> <li>Head of Department's Statement NRSC/1</li> <li>Electronic copies of 2 writings*</li> <li>Electronic copies of any book reviews*</li> </ul>
<b>Promotion to Associate Professorial Research Fellow</b>	<ul style="list-style-type: none"> <li>CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>Funding confirmation</li> <li>Referees for Promotions NRSC/4</li> <li>Optional Declaration of Individual Circumstances NRSC/6</li> </ul>	<ul style="list-style-type: none"> <li>Head of Department's Statement NRSC/1</li> <li>External Experts for Promotion NRSC/5</li> <li>Electronic copies of, normally, 4 writings*</li> <li>Electronic copies of any book reviews*</li> </ul>
<b>Promotion to Professorial Research Fellow</b>	<ul style="list-style-type: none"> <li>CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>Funding confirmation</li> <li>Referees for Promotions NRSC/4</li> <li>Optional Declaration of Individual Circumstances NRSC/6</li> </ul>	<ul style="list-style-type: none"> <li>Head of Department's Statement NRSC/1</li> <li>External Experts for Promotion NRSC/5</li> <li>Electronic copies of, normally, 4 writings*</li> <li>Electronic copies of any book reviews*</li> </ul>
<b>Self-sponsored Promotion</b> (for candidates submitting their own documents, the HoD deadline applies)	<ul style="list-style-type: none"> <li>CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>Funding confirmation</li> <li>Referees for Promotions NRSC/4</li> <li>Optional Declaration of Individual Circumstances NRSC/6</li> </ul>	<ul style="list-style-type: none"> <li>Candidate's Statement NRSC/7</li> <li>External Experts for Promotion NRSC/5</li> <li>Electronic copies of 4 writings*</li> <li>Electronic copies of any book reviews*</li> <li>Head of Department's Statement NRSC/1</li> </ul>
<b>Emergency Promotion</b>	<p><i>Until Human Resources receives the following, they cannot act:</i></p> <ul style="list-style-type: none"> <li>Head of Department Statement NRSC/1</li> <li>CV, including research trajectory &amp; research achievement record &amp; statement on past &amp; ongoing research grants and management &amp; leadership of research NRSC/2</li> <li>Referees for Promotion NRSC/4</li> <li>External Experts for Promotion NRSC/5</li> <li>Funding confirmation</li> <li>Optional Declaration of Individual Circumstances NRSC/6</li> </ul> <p><i>These documents must follow as soon as possible:</i></p> <ul style="list-style-type: none"> <li>Electronic copies of writings*</li> <li>Electronic copies of any book reviews*</li> </ul>	

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