**HEAD OF DEPARTMENT’S STATEMENT FOR PROMOTION TO AND WITHIN THE NEW RESEARCH STAFF CAREER (NRSC)**

This form should be used by the Head of Department to report on the academic profile of the candidate for the promotion case listed below. For research staff located in Research Centres, the Head of Department should collaborate with the Research Centre Director to complete sections 2 and 3 of this statement. This form should be submitted in electronic format to **Human Resources,** [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 Promotion To and Within the New Research Staff Career).

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| --- | --- |
| **Candidate’s Name:** |  |
| **Candidate’s Department/Centre/Institute:** |  |
| **Head of Department/Centre/Institute**  **Name:** |  |

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| **Case Submitted For Promotion to** (please tick the appropriate box):  **Assistant Professorial Research Fellow**  **Associate Professorial Research Fellow**  **Professorial Research Fellow** |

**1. Departmental Recommendation**

*For research staff located in departments, this statement should be drafted by the Head of Department; for research staff located in Research Centres, this statement should be drafted by the Head of Department in collaboration with the Research Centre Director. HoDs must state whom they have consulted in forming their recommendation and whether those consulted supported or did not support the promotion case or abstained. In particular, for research staff located in Departments, HoDs should consult the Professoriate. For research staff located in Research Centres, HoDs should collaborate with the Research Centre Director and should consult with the Department’s Professoriate. The Head of Department should also have consulted with any other relevant colleague (e.g. Principal Investigator or research group leader). The statement should be signed by both the RCD (where relevant) and the HoD. This statement should include a list of the names and affiliations of those consulted in its preparation and who have considered this application. The Promotions Committee expects that if there are differing opinions these will be explained in full.*

**2. Candidate’s Academic Profile**

The Head of Department, in collaboration with the Research Centre Director (where applicable), should provide an evaluative commentary on the candidate’s profile across the following areas:

1. Research productivity and excellence

2. Knowledge engagement and impact

3. Management and leadership of research projects

4. Activities relating to Centre/Institute/Departmental/School management and administration

**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.*

Signed Date

**Electronic Signature of the Head of Department**

Signed Date

**Electronic Signature of Research Centre Director (where applicable)**

Signed Date

**Electronic Signature of Institute Director (where applicable)**

*Confidentiality*

Heads of Department and Research Centre and Institute Directors are advised that any submission provided 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 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.