**OPTIONAL DECLARATION OF INDIVIDUAL CIRCUMSTANCES**

**FOR PROMOTION TO AND WITHIN THE NEW RESEARCH STAFF CAREER (NRSC)**

**The School expects that if staff members' individual circumstances are affecting their day-to-day activities or performance the individual would have raised these at the earliest opportunity with their Department, Centre or Institute and the Department, Centre or Institute will have addressed these issues, with the advice of Human Resources, as soon as reasonably possible**. Furthermore, the School expects that most circumstances do not need to be stated below as through discussions locally, with advice from an HR Partner, these can be resolved.

If the circumstances are exceptional then the Promotions Committee will, where necessary, consider the effect of a candidate's individual circumstances on their career progression where information has been provided by the candidate and, where the candidate so wishes, the Head of Department or Research Centre Director or Institute Director.

This form should be completed and signed by the candidate and, where applicable, the Head of Department or Research Centre Director or Institute Director. The information provided on this form, along with advice from the relevant HR Partner, will inform the Vice Chair of the Appointments Committee's advice to the Promotions Committee as to the severity of the circumstances. The details of the circumstances will **not** be disclosed to the Promotions Committee or to your Department/Research Centre/Institute. Further Guidance on the completion of this form can be found in Section 1.3 of the Guidelines for Promotion To and Within the New Research Staff Career.

The form should be submitted in electronic format to Human Resources at [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk) to be received no later than **HoD Deadline 1 (Monday 10 October 2016).**

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| **Candidate’s Name and Title:** |  |
| **Candidate’s Department/Centre/Institute:** |  |
| **Head of Department/Centre/Institute**  **Name:** |  |
| **Candidate’s Job Title:** |  |
| **Case Submitted For Promotion to** (please tick the appropriate box):  **Assistant Professorial Research Fellow**  **Associate Professorial Research Fellow**  **Professorial Research Fellow** | |

**1. Statement by the Candidate**

**2. Statement by the Head of Department or Research Centre Director or Institute Director (where applicable)**

Signed Date

**Electronic Signature of the Candidate**

**Signed Date**

**Electronic Signature of the Head of Department (where applicable)**

**Signed Date**

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

**Signed Date**

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