**OPTIONAL DECLARATION OF INDIVIDUAL CIRCUMSTANCES**

**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 and the Department 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 Head of Department and the candidate.

This form should be completed and signed by the candidate and, **where the candidate so wishes**, the Head of Department. The information provided on this form, along with advice from the Department's 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. Further Guidance on the completion of this form can be found in the Review and Promotion Guidelines.

The form should be submitted in electronic format to **Human Resources** at**HR.Reviewandpromotion@lse.ac.uk**, to be received no later than **HoD Deadline 1 (Monday 2 October 2023)**.

|  |  |
| --- | --- |
| **Candidate’s Name:** |  |
| **Candidate’s Department:** |  |
| **Candidate’s Job Title:** |  |
| **Head of Department Name:** |  |
| **Case Submitted For** (please tick the appropriate boxes, more than one process may be included):[ ]  **Promotion to Associate Professor (Education)**[ ]  **Promotion to Professor (Education)** |

**1. Statement by the Candidate**

**2. Statement by the Head of Department (where applicable)**

Signed Date

**Electronic Signature of the Candidate**

Signed Date

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