**HEAD OF DEPARTMENT’S STATEMENT**

This form should be used by the Head of Department to report on the work of the candidate for the review and promotion stages listed below. 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 2 (Monday 23 October 2023).**

**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 Review and Promotion of Assistant and Associate Professors and Sections 3 and 4 of the Guidelines for Interim Review and Major Review of Lecturers).

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| **Candidate’s Name:** |  |
| **Candidate’s Department:** |  |
| **Head of Department Name:** |  |

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| **Case Submitted for** (please tick the appropriate boxes, more than one process may be included):  **Lecturer’s Major Review**  **Assistant Professor’s Interim Review**  **Assistant Professor’s Major Review with Promotion to Associate Professor**  **Post-Major Review Promotion to Associate Professor (ONLY for post-Major Review Lecturers/Assistant Professors)**  **Self-sponsored Promotion to Associate Professor (ONLY for post-Major Review Lecturers/Assistant Professors)**  **Departmentally-sponsored Promotion to Professor**  **Self-sponsored Promotion to Professor** |

**1. Departmental Recommendation**

*The Head of Department must have consulted professorial colleagues regarding the candidate, and the Head of Department's statement must be based on the information submitted to and considered by, the departmental Professoriate. The Committee expects that a decision will be taken on the basis of a vote by all serving professors, and that the Head of Department's report will indicate the numbers voting for and against as well as those abstaining. A candidate cannot be put forward for a departmentally-sponsored promotion unless they have the majority support of those voting. The Promotions Committee does not regard unanimity of the departmental Professoriate as a sine qua non of a successful case, but does expect that if there are differing opinions these will be explained in full.*

**2. Candidate’s Academic Profile**

*The Head of Department should provide an evaluative commentary on the candidate’s academic profile, across the range of research, teaching, administration and other professional activities, as evidenced by the curriculum vitae.* ***Heads of Department are referred to, respectively, section 4 of the Guidelines for Review and Promotion of Assistant and Associate Professors and section 4 of the Guidelines for Interim Review and Major Review of Lecturers, for guidance on the headings to be addressed in this section of the report concerning research and publication, teaching quality and service to the School.***

1. Academic Profile

*Please provide a short overview of the general academic profile of the candidate, leaving detailed comments on the research, teaching and service aspects of the case to other sections below.*

2. Research Productivity and Excellence

*Please comment in detail on the quality of the writings submitted in support of the case. Whilst the Promotions Committee expects an assessment of writings in terms of originality, rigour and significance, it particularly expects comments on the originality of the candidate’s intellectual contribution (noting that this may be especially important in cases where work is co-authored and the individual contribution of the candidate may not be obvious to readers)*

3. Teaching Quality

*The following must be addressed specifically:*

*- Has the candidate successfully completed the PGCertHE?* ***Yes*** ***No***

*- Has a Departmental Teaching Observation been carried out in the past academic session [NOTE: Departmental Teaching Observations should be reported on via the Departmental Teaching Observation Form G/6]?* ***Yes*** ***No***

*Please provide an assessment of the teaching quality of the candidate and their wider contributions to education.*

4. Service to the Department and School

*Please provide your assessment of the candidate's contribution to the work of the School, whether at Departmental level or in the wider School context, for example evidence of good "citizenship" through service on departmental/School committees or holding School offices.*

**3. Career Development**

*The Head of Department should confirm that Career Development Reviews (CDRs) have taken place and outline the career development advice provided to the candidate, and the Department’s expectations for future career progression.*

**4. FOR INTERIM REVIEW ONLY – Planned Trajectory towards Major Review**

*The Head of Department should comment on the candidate’s planned trajectory to meet the criteria for a successful Major Review with promotion to Associate Professor.*

Signed Date

**Electronic Signature of the Head of Department**

Confidentiality

Heads of Department are advised that any submission provided in connection with the Interim or Major Review process 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 Major Review appeal hearing, grievance or legal proceedings, submissions may have to be disclosed to the candidate and/or a third party.