**REQUEST FOR DEFERRAL OF INTERIM REVIEW OR MAJOR REVIEW**

**OF ASSISTANT PROFESSORS OR LECTURERS**

This form should be used by the Head of Department to request a deferral for a **maximum of two years** for Assistant Professor’s Interim Review or a **maximum of one year** for post-Interim Review Assistant Professor’s Major Review with Promotion to Associate Professor.

**For deferrals from the 2023-24 academic session**, this form together with the candidate’s CV on the *CV Template G/2*, should be submitted in electronic format to **Human Resources** at[**hr.reviewandpromotion@lse.ac.uk**](mailto:hr.reviewandpromotion@lse.ac.uk), **as soon as possible** **and by no later than** **HoD Deadline 1 (Monday 2 October 2024)**.

**For deferrals from the 2024-25 academic session**, this form together with the candidate’s CV on the *CV Template G/2*, should be submitted in electronic format to **Human Resources** at[**hr.reviewandpromotion@lse.ac.uk**](mailto:hr.reviewandpromotion@lse.ac.uk) by **Monday 25 March 2024**, in order for the Promotions Committee to be able to consider the request at its meeting to be held on 15 May 2024.

Heads of Department are referred to **Section 2.7** of the Guidelines for Review and Promotion of Assistant and Associate Professors for further information on the circumstances of Deferral of Interim Review or Major Review.

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

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| **Request Submitted For** *(please tick the appropriate box):*  **Deferral of Interim Review  by one year  by two years (tick the appropriate box)**  **Deferral of Major Review** |

**Departmental Recommendation**

The Head of Department should state the reasons for requesting the Deferral below.

Signed Date

**Electronic Signature of the Head of Department**