

REFERENCE GUIDE TO DEADLINES FOR REVIEW AND PROMOTION DOCUMENTATION
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Departments must submit the documentation outlined below to Human Resources at:

hr.reviewandpromotion@lse.ac.uk

Case type	HoD Deadline 1 (Monday 2 October 2023)	HoD Deadline 2 (Monday 23 October 2023)
Department Documentation	<ul style="list-style-type: none"> • A Departmental Journals List and Publishing Norms Document (for note by PC) • Full list of candidates being put forward for the annual review and promotion process 	<ul style="list-style-type: none"> • Nothing required
Promotion to Assistant Professorial Research Fellow	<ul style="list-style-type: none"> • CV, including research trajectory & research achievement record & statement on past and ongoing research grants and management and leadership of research NRSC/2 • Funding confirmation • Referees for Promotions NRSC/4 • Optional Declaration of Individual Circumstances NRSC/5 	<ul style="list-style-type: none"> • Head of Department's Statement NRSC/1 • Electronic copies of, normally, 2 writings* • Electronic copies of any book reviews*
Promotion to Associate Professorial Research Fellow	<ul style="list-style-type: none"> • CV, including research trajectory & research achievement record & statement on past and ongoing research grants and management and leadership of research NRSC/2 • Funding confirmation • Referees for Promotions NRSC/4 • Optional Declaration of Individual Circumstances NRSC/5 	<ul style="list-style-type: none"> • Head of Department's Statement NRSC/1 • Electronic copies of, normally, 4 writings* • Electronic copies of any book reviews*
Promotion to Professorial Research Fellow	<ul style="list-style-type: none"> • CV, including research trajectory & research achievement record & statement on past and ongoing research grants and management and leadership of research NRSC/2 • Funding confirmation • Referees for Promotions NRSC/4 • Optional Declaration of Individual Circumstances NRSC/5 	<ul style="list-style-type: none"> • Head of Department's Statement NRSC/1 • Electronic copies of, normally, 4 writings* • Electronic copies of any book reviews*
Self-sponsored Promotion (for candidates submitting their own documents, the HoD deadline applies)	<ul style="list-style-type: none"> • CV, including research trajectory & research achievement record & statement on past and ongoing research grants and management and leadership of research NRSC/2 • Funding confirmation • Referees for Promotions NRSC/4 • Optional Declaration of Individual Circumstances NRSC/5 	<ul style="list-style-type: none"> • Head of Department's Statement NRSC/1 • Candidate's Statement NRSC/6 • Electronic copies of, normally, 4 writings (2 writings for self-sponsored Promotion to Assistant Professorial Research Fellow cases)* • Electronic copies of any book reviews*