**HEAD OF DEPARTMENT’S STATEMENT**

This form should be submitted to **Human Resources** at [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk), by no later than **HoD Deadline 2 (Monday 20 October 2025).**

**Please frame your statement with the criteria in mind** (see Section 2 of the Guidelines for Promotion of Assistant and Associate Professors (Education)).

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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):  **Promotion to Associate Professor (Education)**  **Promotion to Professor (Education)** |

**1. Departmental Recommendation**

1. Confirmation of strategic and operational need, for promotion to Professor (Education) cases only, where Departments first need approval by the Vice Presidents and Pro-Vice Chancellors.
2. Recommendation on Candidate,

*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 promotion unless s/he has 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 Profile**

1. General Profile

*Please provide a short overview of the general profile of the candidate, leaving detailed comments on the education, teaching and service aspects of the case to the next section.*

1. Evidencing the Criteria for Promotion (see Section 2 of the Guidelines for Review and Promotion of Assistant and Associate Professors (Education))

*Please provide a detailed comment on how the candidate fulfils the criteria for promotion. The Promotions Committee appreciates that teaching and wider education-related activities vary across Departments and so do the roles taken by education career track staff. The Promotions Committee does not therefore require a candidate to meet every single criterion for promotion, if it is determined by the Promotions Committee that the context in which they have been working makes this difficult. Where a candidate does not meet a specific criterion, please explain why the context in which the candidate has been working makes meeting the criterion difficult. The committee asks that Heads of Department specify any listed criteria that may, given the departmental context, not be relevant to a candidate’s role and so cannot be met.*

**3. Career Development: Past Reviews, Advice Received, and Expectations**

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

Signed Date

**Electronic Signature of the Head of Department**

Confidentiality

Any submission provided in connection with the promotion 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 grievance or legal proceedings, submissions may have to be disclosed to the candidate and/or a third party.