

Guidance for Optional Declarations of Individual Circumstances

- 1.1 This guidance is for candidates being considered under the following procedures:
 - Promotion to Research Officer or Research Fellow
 - Promotion to Policy Fellow, Senior Policy Fellow or Distinguished Policy Fellow
 - Probation under the Education Career Track, specifically at the final panel stage
- 1.2 Optional Declaration of Individual Circumstances Forms should normally be submitted alongside the rest of the documentation for a case. If candidates wish to keep the contents of the form confidential from their line manager, they may alternatively submit the form directly to Human Resources.
- 1.3 The submission of Optional Declaration of Individual Circumstances Forms should adhere to published deadlines, where applicable.
- 1.4 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 on the Optional Declaration of Individual Circumstances Form as these can be resolved through local discussion. For advice, please consult the relevant HR Partner in the first instance.
- 1.5 If the circumstances are exceptional then the relevant panel will, where necessary, consider the effect of a candidate's individual circumstances on their career progression where information has been provided by the candidate and, where the candidate so wishes, by their line manager. The following are examples of individual circumstances that might apply where these have had a significant impact on progress and performance:
 - Disability as defined by the Equality Act 2010, for example conditions such as cancer, chronic fatigue syndrome and mental health conditions
 - Other instances of ill health or injury not covered above
 - Constraints relating to pregnancy, maternity, breastfeeding, adoption,

paternity or childcare in addition to periods of parental leave taken. This could include, for example, pregnancy-related illness or the ill health of a child

- Other caring responsibilities (for example caring for an elderly, ill, or disabled relative)
- Other significant life event, for example gender reassignment or bereavement of a family member

1.6 The Optional Declaration of Individual Circumstances Form should be completed and signed by the candidate and, where the candidate so wishes, their line manager. The information provided on this form, with advice from the Department's HR Partner, will inform the Vice Chair of the Appointments Committee's (VCAC) advice to the relevant panel as to the nature of the circumstances, the support being provided and whether any other adjustments are necessary (e.g., reasonable adjustments in case of a disability). The details of the circumstances will not be disclosed to the panel.

1.7 In cases where the Optional Declaration of Individual Circumstances Form has been submitted, the VCAC and Human Resources may gather further information on the background of the case. Human Resources may, if the candidate has informed their line manager of their individual circumstances, request a more detailed statement from the line manager to aid advice to the VCAC (this information will not be shared with the relevant panel) and this may include information such as the following:

- A description of the situation.
- The effect it has had on the candidate's ability to carry out their duties.
- Details of any Doctors' notes, Occupational Health referrals, specialist reports and recommendations (where applicable).
- Action taken by the Department, including any reasonable adjustments made to the candidate's role in the Department, flexible working arrangements, mentoring, departmental commitments including administration.
- The effectiveness of those adjustments in increasing the candidate's ability to carry out their duties.
- Career advice given in Career Development Review (CDR) meetings and agreed actions.

1.8 The relevant panel will give careful consideration to the VCAC's indication of the severity and impact of the circumstances and may make recommendations to the line manager and/or the candidate regarding the candidate's future career progression at the School.

Version history

Version	Date	Approved by	Notes
1	June 2026	Appointments Committee	

Contacts

Position	Name	Email	Notes
HR Review and Promotion Team	HR Review and Promotion Team	hr.reviewandpromotion@lse.ac.uk	

Communications and Training

Will this document be publicised through Internal Communications?	No
Will training needs arise from this policy	No
If Yes, please give details	