**HEAD OF DEPARTMENT’S STATEMENT**

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

**The Promotions Committee expects Heads of Department to carefully review the Guidelines for Review and Promotion of Assistant and Associate Professors and frame their statements with the instructions and criteria in mind**.

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

|  |
| --- |
| **Case Submitted for** (please tick the appropriate boxes, more than one process may be included):[ ]  **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 Assistant Professors)**[ ]  **Self-sponsored Promotion to Associate Professor (ONLY for post-Major Review 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**

*Heads of Department are referred to Section 4 of the Guidelines for Review and Promotion of Assistant and Associate Professors 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

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

*- Has a Departmental Teaching Observation been carried out in the past academic session*

*(if so, to be reported on via the Departmental Teaching Observation Form G/6)?* ***Yes***[ ]  ***No*** [ ]

4. Service to the Department and School

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

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

*.*

Signed Date

**Electronic Signature of the Head of Department**

Confidentiality

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.