

REFERENCE GUIDE TO DEADLINES FOR REVIEW AND PROMOTION DOCUMENTATION

Departments must submit the documentation outlined below to Human Resources at:

hr.reviewandpromotion@lse.ac.uk

Case type	HoD Deadline 1 (Monday 28 September 2026)	HoD Deadline 2 (Monday 19 October 2026)
Department Documentation	- 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	Nothing required
Promotion to Assistant Professorial Research Fellow	- 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/3 - Optional Declaration of Individual Circumstances NRSC/4	- 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	- 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/3 - Optional Declaration of Individual Circumstances NRSC/4	- Head of Department's Statement NRSC/1 - Electronic copies of, normally, 4 writings* - Electronic copies of any book reviews*
Promotion to Professorial Research Fellow	- 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/3 - Optional Declaration of Individual Circumstances NRSC/4	- 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)	- 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/3 - Optional Declaration of Individual Circumstances NRSC/4	- Head of Department's Statement NRSC/1 - Candidate's Statement NRSC/5 - Electronic copies of, normally, 4 writings (2 writings for self-sponsored Promotion to Assistant Professorial Research Fellow cases)* - Electronic copies of any book reviews*

Emergency Promotion	<i>Until Human Resources receives the following, they cannot act:</i> • Head of Department Statement NRSC/1 • CV, including research trajectory & research achievement record & statement on past & ongoing research grants and management & leadership of research NRSC/2 • Referees for Promotion NRSC/3 • Funding confirmation • Optional Declaration of Individual Circumstances NRSC/4
	<i>These documents must follow as soon as possible:</i> • Electronic copies of writings* • Electronic copies of any book reviews*

* If electronic copies are unavailable then 7 hard copies of each item are required.