

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

[hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk)

Case type	HoD Deadline 1 (Monday 30 September 2024)	HoD Deadline 2 (Monday 21 October 2024)
<b>Department Documentation</b>	<ul style="list-style-type: none"> <li>• A Departmental Journals List and Publishing Norms Document (for note by PC)</li> <li>• Full list of candidates being put forward for the annual review and promotion process</li> </ul>	<ul style="list-style-type: none"> <li>• Nothing required</li> </ul>
<b>Promotion to Assistant Professorial Research Fellow</b>	<ul style="list-style-type: none"> <li>• CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>• Funding confirmation</li> <li>• Referees for Promotions NRSC/3</li> <li>• Optional Declaration of Individual Circumstances NRSC/4</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement NRSC/1</li> <li>• Electronic copies of, normally, 2 writings*</li> <li>• Electronic copies of any book reviews*</li> </ul>
<b>Promotion to Associate Professorial Research Fellow</b>	<ul style="list-style-type: none"> <li>• CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>• Funding confirmation</li> <li>• Referees for Promotions NRSC/3</li> <li>• Optional Declaration of Individual Circumstances NRSC/4</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement NRSC/1</li> <li>• Electronic copies of, normally, 4 writings*</li> <li>• Electronic copies of any book reviews*</li> </ul>
<b>Promotion to Professorial Research Fellow</b>	<ul style="list-style-type: none"> <li>• CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>• Funding confirmation</li> <li>• Referees for Promotions NRSC/3</li> <li>• Optional Declaration of Individual Circumstances NRSC/4</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement NRSC/1</li> <li>• Electronic copies of, normally, 4 writings*</li> <li>• Electronic copies of any book reviews*</li> </ul>
<b>Self-sponsored Promotion</b> (for candidates submitting their own documents, the HoD deadline applies)	<ul style="list-style-type: none"> <li>• CV, including research trajectory &amp; research achievement record &amp; statement on past and ongoing research grants and management and leadership of research NRSC/2</li> <li>• Funding confirmation</li> <li>• Referees for Promotions NRSC/3</li> <li>• Optional Declaration of Individual Circumstances NRSC/4</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement NRSC/1</li> <li>• Candidate's Statement NRSC/5</li> <li>• Electronic copies of, normally, 4 writings (2 writings for self-sponsored Promotion to Assistant Professorial Research Fellow cases)*</li> <li>• Electronic copies of any book reviews*</li> </ul>

<b>Emergency Promotion</b>	<p><i>Until Human Resources receives the following, they cannot act:</i></p> <ul style="list-style-type: none"> <li>• Head of Department Statement NRSC/1</li> <li>• CV, including research trajectory &amp; research achievement record &amp; statement on past &amp; ongoing research grants and management &amp; leadership of research NRSC/2</li> <li>• Referees for Promotion NRSC/3</li> <li>• Funding confirmation</li> <li>• Optional Declaration of Individual Circumstances NRSC/4</li> </ul>
	<p><i>These documents must follow as soon as possible:</i></p> <ul style="list-style-type: none"> <li>• Electronic copies of writings*</li> <li>• Electronic copies of any book reviews*</li> </ul>

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