**HEAD OF DEPARTMENT’S STATEMENT FOR PROMOTION TO AND WITHIN THE NEW RESEARCH STAFF CAREER (NRSC)**

This form should be used by the Head of Department to report on the academic profile of the candidate for the promotion case listed below. For research staff located in Research Centres, the Head of Department should collaborate with the Research Centre or Institute Director to complete sections 2 and 3 of this statement. This form should be submitted in electronic format to **Human Resources,** [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk), to be received no later than **HoD Deadline 2 (Monday 20 October 2025)**.

**The Promotions Committee expects Heads of Department to frame their statements with the relevant criteria in mind** (see, respectively, Sections 3 and 4 of the Guidelines for Promotion to and within the New Research Staff Career).

|  |  |
| --- | --- |
| **Candidate’s Name:** |  |
| **Candidate’s Department/Centre/Institute:** |  |
| **Head of Department/Centre/Institute**  **Name:** |  |

|  |
| --- |
| **Case Submitted for Promotion to** (please tick the appropriate box):  **Assistant Professorial Research Fellow**  **Associate Professorial Research Fellow**  **Professorial Research Fellow** |

**1. Departmental Recommendation**

*For research staff located in departments, this statement should be drafted by the Head of Department; for research staff located in Research Centres or Institutes, this statement should be drafted by the Head of Department (HoD) in collaboration with the Research Centre or Institute Director. HoDs must state whom they have consulted in forming their recommendation and whether those consulted supported or did not support the promotion case or abstained. In particular, for research staff located in Departments, HoDs should consult the Professoriate. For research staff located in Research Centres or Institutes, HoDs should collaborate with the Research Centre or Institute Director and should consult with the Department’s Professoriate. The Head of Department should also have consulted with any other relevant colleague (e.g. Principal Investigator or research group leader). The statement should be signed by both the Research Centre Director/ Institute Director (where relevant) and the HoD. This statement should include a list of the names and affiliations of those consulted in its preparation and who have considered this application. The Promotions Committee expects that if there are differing opinions these will be explained in full.*

**2. Candidate’s Academic Profile**

*The Head of Department, in collaboration with the Research Centre Director or Institute Director (where applicable), should provide an evaluative commentary on the candidate’s academic profile,* across the following areas***(Heads of Department are referred to section 3 of the Guidelines for Promotion to and within the New Research Staff Career, for guidance on the headings to be addressed in this section of the report):***

1. 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)*

2. Knowledge engagement and impact

3. Management and leadership of research projects

4. Activities relating to Centre/Institute/Departmental/School management and administration

*Please provide your assessment of the candidate's activities relating to Departmental/ Centre/ Institute/ School management and administration.*

**3. Career Development**

*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.*

Signed Date

**Electronic Signature of the Head of Department**

Signed Date

**Electronic Signature of Research Centre Director (where applicable)**

Signed Date

**Electronic Signature of Institute Director (where applicable)**

*Confidentiality*

Heads of Department and Research Centre and Institute Directors are advised that any submission provided 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.