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Unsuccessful candidates will be sent a personal letter setting out the reasons for the Promotions Committee's decision. Unsuccessful candidates are encouraged to seek a meeting with the Pro-Director (Faculty Development) in his/her capacity as Chair of the Promotions Committee or with the VCAC, to discuss their case. There is no right of appeal against decisions reached by the Promotions Committee on promotion to Professor cases (the same applies for promotion to Associate Professor for post-Major Review Lecturers / Assistant Professors). The candidate's Head of Department will also be informed of the reasons for the Committee's decision.

### *Waiting Period and Re-Applications*

The convention is that, normally, there should be a two-year gap between submissions of promotion proposals following an unsuccessful promotion attempt. In exceptional cases, the Promotions Committee may agree that a case may come before it again in the next promotion round without waiting for two years to elapse.

There is no limit on the number of occasions on which a candidate may be put forward for promotion. The Promotions Committee will not have before it information about any previous unsuccessful promotion proposals for this candidate.

### *Reporting to the Appointments Committee*

The names of all successful Review and Promotion candidates are reported to the Appointments Committee.

## **9.2 Salary Determination**

### *Interim Review*

Staff passing Interim Review will normally move to the minimum salary for post-Interim Review Assistant Professors, Step 41.5 to be paid from the following 1 August. If a member of staff is already paid above this minimum, they will normally be rewarded with one additional increment from the following 1 August.

### *Major Review with Promotion to Associate Professor*

Staff passing Major Review with Promotion to Associate Professor will normally move to the minimum salary for Associate Professors, Step 45.5 to be paid from the following 1 August. If a member of staff is already paid above this minimum, they will normally be rewarded with one additional increment from the following 1 August.

### *Promotion to Associate Professor (post-Major Review Lecturers/Assistant Professors only)*

Post-Major Review Lecturers / Assistant Professors promoted to Associate Professor will normally move to the minimum salary for Associate Professors, Step 45.5 to be paid from the following 1 August. If a member of staff is already paid above this minimum, they will normally be rewarded with one additional increment from the following 1 August.

### *Promotion to Professor*

Staff promoted to Professor will normally move to the minimum salary for Professors, Step 55.5, to be paid from the following 1 August. If a member of staff is already paid above this minimum, any increase in total pay will not be less than the value of three steps on the relevant professorial salary scales from the following 1 August.

Further information on the LSE salary scales is available on the [Human Resources website](#).

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## PROMOTIONS COMMITTEE: Terms of Reference and Membership

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### 1. Purpose of Committee

The Promotions Committee is the formal School decision-making body which considers and reaches decisions on departmental recommendations for Interim Review and Major Review. The Committee is also the decision-making body for proposals to promote members of the academic staff to Associate Professor and Professor and members of the research staff to Assistant Professorial Research Fellow, Associate Professorial Research Fellow and Professorial Research Fellow. The Promotions Committee is a Sub-Committee of the Appointments Committee and is chaired by the Pro-Director (Faculty Development).

### 2. Membership

The membership of the Promotions Committee is approved annually by the Appointments Committee and comprises *ex officio*:

Pro-Director (Faculty Development) (Chair) Vice-Chair of Appointments Committee Pro-Director Teaching and Learning

And fifteen professorial members nominated from the five [Academic Board constituency Groups](#). There are three professorial representatives from each Academic Board Group.

Professors currently serving as Heads of Department are ineligible to be considered for Committee membership until their term as Head of Department expires.

From the 2016/17 academic session onwards, no less than one third of the fifteen professorial members nominated from the five Academic Board constituency Groups should be women and no less than one third should be men.

The VCAC will be required to explain in the VCAC annual report to the Appointments Committee why this target could not be met if it was not met in a specific year.

The Committee is supported by Human Resources.

### 3. Nomination Procedure

Nominations to fill vacancies arising on the Promotions Committee will be sought from Heads of Department. It will normally be expected that nominations will carry the support of all Heads from within the Group(s) in which vacancies occur. The VCAC works together with Heads of Department to seek gender and disciplinary balance as well as representation of smaller Departments in their nomination of candidates.

In the interests of ensuring that the Committee retains an appropriate balance in terms of gender, subject coverage across disciplines and representation of smaller departments, the VCAC has discretion to nominate up to five professorial representatives to serve on the Committee. The VCAC's nominees may be drawn from any of the five Academic Board Groups.

### 4. Term of Office

One half of the elected members of the Promotions Committee will normally retire from the Committee at the end of each academic session and no appointed member who has served a full term of office (which is normally two years) will be re-eligible until three further years have elapsed.

Casual vacancies are filled by the appointment of a new member drawn from the Academic Board Group in which the vacancy occurs, who will serve for the unexpired period of the appointment.

## 5. Code of Conduct

Committee members are expected to take a School-wide view of the issues before them and not to represent departmental views. Furthermore, Committee members from the same department as a candidate under consideration are not permitted to participate in discussion of the case, except to provide factual clarification if called upon by the Chair. In the case of a self-sponsored promotion proposal, Committee members from the same department as the candidate will be requested to leave the room while the case is considered.

Committee members are expected to make themselves available to attend every meeting in view of the importance of maintaining continuity in the deliberations of the Committee. Committee members are expected to respect the importance of dealing with the work of the Committee in the strictest confidence at all times. Members should not reveal the Committee's deliberations in any part outside of meetings.

## 6. Schedule of meetings

The dates of the Committee's annual schedule of meetings are published in the School Calendar. In addition, there may, on occasion, be exceptional circumstances which necessitate convening a special meeting in vacation periods - e.g. to consider an emergency promotion proposal.

## Terms of Reference

1. Title of Committee: Promotions Committee

2. Status of Committee: Sub-Committee of the Appointments Committee

3. Responsibilities delegated to the Promotions Committee by Appointments Committee:

3.1 To monitor quality and to act as the decision-making body for individual proposals put forward under the annual promotion and review round for academic staff concerning Interim Reviews, Major Reviews (including award of Major Review Teaching Prizes) and Promotions as well as proposals put forward under the annual promotion round for research staff promotions to Assistant Professorial Research Fellow, Associate Professorial Research Fellow and Professorial Research Fellow, and to report annually to the Appointments Committee.

3.2. To consider any issues referred to the Committee by the Vice-Chair of Appointments Committee concerning the individual progress of pre-Major Review staff; where appropriate, to consider and implement measures to monitor and provide support towards meeting School expectations for a successful outcome at Interim/Major Review.

3.3. To have oversight of policy and procedures pertaining to the School's arrangements for promotion and review of academic staff (including promotion and review criteria) and research staff; to review and report annually to the Appointments Committee on the operation of these arrangements and to make recommendations as appropriate on developments or changes to policy and procedures.

3.4. To have oversight of equality and diversity issues in relation to the annual promotion and review round; to receive reports on the profile of promotion and review candidates by gender and ethnicity with a view to looking at potential inequalities and ensuring that School procedures do not discriminate. To make recommendations to the Appointments Committee as appropriate on equality and diversity issues in respect of promotion and review procedures.

3.5. To consider and make recommendations to the Appointments Committee on policy issues relating to the recruitment and retention of academic staff.



3.6 To consider and make recommendations to the Appointments Committee on any issues referred by the Vice-Chair of Appointments Committee arising from the operation of the *Career Development Review (CDR) Scheme*.

3.7 To consider and make recommendations on any other policy matters or issues which have a direct bearing on its work that may be referred to it by the Pro-Director (Faculty Development), the Vice-Chair of Appointments Committee, the Appointments Committee, and other School committees/fora, or arising from the outcomes of the Staff Survey or the work of the Staff Consultative Council.

4. Arrangements for Promotions Committee to report to Appointments Committee on the exercise of its delegated authority:

4.1 The Promotions Committee shall report to Appointments Committee on its determinations and any significant policy or procedural issues – including recommendations on changes to policy and procedures - annually, in the Summer term.

4.2 The Committee shall report to other School committees/fora as appropriate regarding any relevant issues.

5. Frequency of Meetings

5.1 The annual schedule of Committee meetings is published in the School meetings calendar.

5.2 The Committee can convene exceptionally out of cycle – e.g. in relation to emergency proposals for promotion.

5.3 Decisions can be taken by the Committee by correspondence and email.

6. Chair

6.1 The Pro-Director (Faculty Development) chairs meetings of the Committee under delegated authority from the Director. In case he/she recuses himself/herself, the Pro-Director Teaching and Learning takes over as Chair. In case, he/she recuses himself/herself as well, the VCAC takes over as Chair.

**7. Voting**

7.1 All official members of the Promotions Committee are entitled to vote on a case. Members do not vote on cases from their own Department. The Chair does not normally vote but has the casting vote. The VCAC does not vote unless he/she chairs *in lieu* of the Chair in which case he/she has the casting vote.

**MEMBERSHIP OF THE PROMOTIONS COMMITTEE: 2018-2019**

<b>Ex Officio</b>	Pro-Director Faculty Development (Chair) Vice-Chair of Appointments Committee Pro Director – Education	Professor Eric Neumayer Professor Charles Stafford Professor Dilly Fung
GROUP 1	Finance Management Management Accounting	Professor Ulf Axelson <sup>2</sup> Professor Chrisanthi Avgerou <sup>2</sup> Professor Yona Rubinstein <sup>2</sup>
GROUP 2	Government International Relations International Development European Institute	Professor Katrin Flikschuh <sup>1</sup> Professor Karen Smith <sup>1</sup> Professor Kathryn Hochstetler <sup>2</sup> Professor Jonathan White <sup>1</sup>
GROUP 3	Economics Statistics Mathematics Methodology Philosophy	Professor Francesco Caselli <sup>1</sup> Professor Piotr Fryzlewicz <sup>1</sup> Professor Mihail Zervos <sup>1</sup>
GROUP 4	Gender Studies Media and Communications Anthropology Social Policy Sociology Social Psychology Health Policy Psychological and Behavioural Science Languages	Professor Wendy Sigle Professor Myria Georgiou <sup>1</sup>
GROUP 5	Geography and Environment International History Law Economic History	Professor Christian Hilber <sup>2</sup> Professor Nigel Ashton <sup>2</sup> Professor Susan Marks <sup>2</sup>

<sup>1</sup> Serving first year of a two-year term, 2018-20.

<sup>2</sup> Serving second year of a two-year term, 2017-19.

**Last updated 19 June 2018**

**PROMOTION AND REVIEW OF ACADEMIC STAFF: TIMETABLE FOR 2018-19**

Documentation, including writings in electronic form, should be submitted electronically to [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk). Hard copy writings for Review and Promotion proposals should be submitted to the Reward, Review & Promotions Team, Human Resources, 5<sup>th</sup> Floor Lionel Robbins Building. **Failure to submit documents by the stated deadline may preclude consideration of the case.**

<b>Michaelmas Term:</b>	<b>Thursday 27 September – Friday 14 December</b>
Mon 8 October 2018	<b>Heads of Department's Deadline 1 (see Annex D for details)</b>
Mon 29 October 2018	<b>Heads of Department's Deadline 2 (see Annex D for details)</b>
Wed 14 November 2018	Promotions Committee (Schedule of Business) <ul style="list-style-type: none"> <li>▪ Considers Departmental External Experts/ Assessor Lists for use in the current Review and Promotions round.</li> <li>▪ Receives names of Review and Promotion candidates and approves Referees to be consulted forthwith.</li> <li>▪ Approves allocation of Departmental Assessors and External Experts to advise on Review and Promotion cases.</li> <li>▪ Considers proposals for advancement / deferral of Interim Review / Major Review.</li> <li>▪ Appoints Internal Readers and Monitors to read the writings of candidates for all cases except those for Interim Review.</li> </ul>
Wed 21 November 2018	Promotions Committee (Interim Reviews) <ul style="list-style-type: none"> <li>▪ Takes decisions on Interim Reviews of Assistant Professors</li> </ul>
<b>Lent Term:</b>	<b>Monday 14 January – Friday 29 March</b>
Tue 5 March, Wed 6 March & Thu 7 March 2019	Promotions Committee (Major Review and Promotion cases) <ul style="list-style-type: none"> <li>▪ To consider proposals for <b>Major Review with Promotion to Associate Professor</b>, proposals for <b>Promotion to Associate Professor (post-Major Review Lecturers/Assistant Professors only)</b> and proposals for <b>Promotion to Professor</b></li> <li>▪ Takes decisions on <b>Major Review of Lecturers</b>.</li> <li>▪ Takes decisions on promotions of <b>research staff</b>.</li> </ul> <p><b>HEADS OF DEPARTMENT</b> are asked to ensure they are present in the School and available to attend this meeting, if called.</p>
<b>Summer Term:</b>	<b>Monday 29 April – Friday 14 June</b>
Wed 15 May 2019*	Promotions Committee (Annual Review) <ul style="list-style-type: none"> <li>▪ To conduct an annual review of policy and procedures in light of the current session's Promotion and Review round, with proposals for changes to policy / procedure recommended to the annual meeting of the Appointments Committee.</li> </ul>
Wed 5 June 2019	Appointments Committee (VCAC's Annual Report) <ul style="list-style-type: none"> <li>▪ Proposals for changes to policy / procedure in respect of the annual academic promotion and review round, recommended by the Promotions Committee.</li> <li>▪ A report on the general pattern of quality and procedures for academic appointments across and within the School.</li> </ul>

\* For Promotions Committee members only, please note this date and time is currently being reviewed.

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

Case type	HoD Deadline 1 (Monday 8 October 2018)	HoD Deadline 2 (Monday 29 October 2018)
<b>Department Documentation</b>	<ul style="list-style-type: none"> <li>• A final Departmental External Experts/ Assessor List</li> <li>• A final Departmental Journal List</li> </ul>	<ul style="list-style-type: none"> <li>• Nothing required</li> </ul>
<b>Interim Review</b>	<ul style="list-style-type: none"> <li>• Nothing required</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement G/1</li> <li>• CV, including teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul>
<b>Deferred Interim Review</b>	<ul style="list-style-type: none"> <li>• CV, including teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Request to Defer Interim or Major Review G/7</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul>	<ul style="list-style-type: none"> <li>• Nothing required</li> </ul>
<b>Major Review with Promotion to Associate Professor</b>	<ul style="list-style-type: none"> <li>• CV, including teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Referees for Major Reviews G/4</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement G/1</li> <li>• Electronic copies of 4 writings*</li> <li>• Electronic copies of any book reviews*</li> <li>• External Experts for Promotion G/5</li> <li>• Departmental Teaching Observation G/6**</li> </ul>
<b>Deferred Major Review</b>	<ul style="list-style-type: none"> <li>• CV, including teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Request to Defer Interim or Major Review G/7</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul>	<ul style="list-style-type: none"> <li>• Nothing required</li> </ul>
<b>Promotion</b>	<ul style="list-style-type: none"> <li>• CV, including teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Referees for Promotion G/4</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement G/1</li> <li>• External Experts for Promotion G/5</li> <li>• Departmental Teaching Observation G/6**</li> <li>• Electronic copies of 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 teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Referees for Promotion G/4</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department's Statement G/1</li> <li>• External Experts for Promotion G/5</li> <li>• Departmental Teaching Observation G/6**</li> <li>• Candidate's Statement G/9</li> <li>• Electronic copies of 4 writings*</li> <li>• Electronic copies of any book reviews*</li> </ul>
<b>Emergency Major Review or 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 G/1</li> <li>• CV, including teaching contribution statement, research trajectory &amp; research achievement record G/2</li> <li>• Referees for Promotion G/4</li> <li>• External Experts for Promotion G/5</li> <li>• Optional Declaration of Individual Circumstances G/8</li> </ul> <p><i>These documents must follow as soon as possible:</i></p> <ul style="list-style-type: none"> <li>• Electronic copies of 4 writings*</li> <li>• Electronic copies of any book reviews*</li> </ul>	

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

\*\* If impossible, then strictly no later than 26 February 2019.

**REFERENCE GUIDE TO PEER REVIEWERS (EXTERNAL & INTERNAL)**

The Departmental External Experts/Assessor List and all Referee nominations on Referees form G/4 to be submitted for the VCAC's review and Committee's approval by **HoD Deadline 1 (Monday 8 October 2018)**. All nominations of External Experts for individual candidate cases to be submitted on the External Experts for Promotion form G/5, by **HoD Deadline 2 (Monday 29 October 2018)**. All documentation to be sent electronically to [hr.reviewandpromotion@lse.ac.uk](mailto:hr.reviewandpromotion@lse.ac.uk)

The Criteria for Selection of External Referees (Section 7.2) and External Experts/ Departmental Assessors (Sections 7.3 and 7.4) must be followed when making recommendations, any queries must be directed as soon as possible to the VCAC in the first instance.

	Major Review with Promotion to Associate Professor	Promotion	Self-Sponsored Promotion	Emergency Major Review or Promotion	Fee
3 x External Referee	Dept	Dept	VCAC	Dept	-
3 x External Referee	Cand	Cand	Cand	-	-
External Referee (Reserve)	Dept	Dept	VCAC	Dept	-
External Referee (Reserve)	Cand	Cand	Cand	Dept	-
External Expert	Dept	Dept	VCAC	Dept	£200 /candidate
External Expert	Cand	Cand	Cand	-	£200 /candidate
External Expert (Reserve)	Dept	Dept	VCAC	Dept	-
External Expert (Reserve)	Cand	Cand	Cand	-	-
Departmental Assessor	Dept	Dept	Dept	Dept	£250/year + £100/ candidate
Internal Reader	VCAC	VCAC	VCAC	VCAC	-
Monitor	VCAC	VCAC	VCAC	VCAC	-
TLC reports	HR/TLC	HR/TLC	HR/TLC	HR/TLC	-

**FORM TEMPLATE SAMPLES**

The following are examples for reference only. The template forms should be submitted with the appropriate electronic signatures to [hr.reviewandpromotions@lse.ac.uk](mailto:hr.reviewandpromotions@lse.ac.uk) by the relevant deadline listed in Annex D.

They are available for download on the [Human Resources website](#).

- |    |   |     |
|----|---|-----|
| 1. | Head of Department's Statement                          | G/1 |
| 2. | CV Template   | G/2 |
| 3. | CV Template Instructions for Candidates                 | G/3 |
| 4. | Referees for Major Review and/or Promotion Form         | G/4 |
| 5. | External Experts for Major Review and/or Promotion Form | G/5 |
| 6. | Departmental Teaching Observation Form                  | G/6 |
| 7. | Request to Defer Interim or Major Review Form           | G/7 |
| 8. | Optional Declaration of Individual Circumstances Form   | G/8 |
| 9. | Self-Sponsored Promotion Candidate Statement Form       | G/9 |