PROFESSORIAL REVIEW SUB-COMMITTEE
REFEREES – PROMOTION CASES TO BAND 2 AND BAND 3

PLEASE COMPLETE ELECTRONICALLY

Candidate name (Title, Forename, Surname):

Department:

The referees nominated:

- Must be external to the University and independent of the candidate.
- Should consent to provide a written confidential report on the candidate's suitability for promotion.
- Should normally be based in departments of comparable standing to that of the applicant.
- Should, where possible, be at Professorial or Reader level and be of international standing within the candidate’s subject area.

Except where the referee has been selected to comment on Teaching and Academic Leadership and Engagement, the selection of referees must avoid:

i) Current member of staff at Lancaster including Emeritus,
ii) Former Lancaster employees who have left within the last five years,
iii) Co-authors within the last five years,
iv) PhD or Postdoctoral Supervisors,
v) Joint holders of Research Grants.

For promotion to Band 2, referees must be of international standing in their field, comparable to Band 2 but preferably of Band 3 standing.

For promotion to Band 3, referees must be of international standing in their field, comparable to Band 3.

A short statement is required as to the status of each referee, their institution and the reason for their choice. The referee’s details must include an email address.

Nominated by the Candidate

1. Name

   Email address

   Institution details

   Reason for choice of referee, who they are, and any additional relevant information
Nominated by the HoD

2. Name

   Email address

   Institution details

   Reason for choice of referee, who they are, and any additional relevant information

3. Name

   Email address

   Institution details

   Reason for choice of referee, who they are, and any additional relevant information

4. Name

   Email address

   Institution details

   Reason for choice of referee, who they are, and any additional relevant information

5. Name

   Email address

   Institution details

   Reason for choice of referee, who they are, and any additional relevant information

6. Name

   Email address

   Institution details

   Reason for choice of referee, who they are, and any additional relevant information
7. Name

Email address

Institution details

Reason for choice of referee, who they are, and any additional relevant information

8. Name

Email address

Institution details

Reason for choice of referee, who they are, and any additional relevant information

Completed by (Name of HoD):

Date: