

Application for promotion from 1st October 2017 to the office of: - (please tick one)

Professorship Readership University Senior Lectureship

Please see Section 7, Document 3
Referees Nominated

The applicant should complete either this section or (ii) if they are a re-applicant from last year's (2016) exercise. The relevant FPC will complete the remaining sections.

Applicants, and Chairs and Secretaries of Faculty Promotions Committees are advised to read Section 7 (Document 3) carefully.

(i) First-time applications for the senior academic office specified above

The standard letter, Document 3A, should be used to request references.

(a) Referees nominated by the applicant

- For a Professorship, or Readership, two referees and one reserve must be nominated by the applicant. Referees should normally be external to the University but there may be circumstances where it is appropriate to nominate referees from cognate areas of the University.
- For a University Senior Lectureship, one **internal** referee and one reserve must be nominated by the applicant. **This referee should be able to comment authoritatively or in detail on the quantity of teaching and general contribution.**
- Referees chosen to comment on research should still be regarded as leaders in their field, be research active and familiar with the appropriate field of research.

1. Title:
Name:
Address:

Tel No:
e-mail
fax:

2. Title:
Name:
Address:

Tel No:
e-mail
fax:

Reserve Referee:

3. Title:

Name:

Address:

Tel No:

e-mail

fax:

Signed: _____ Date: _____

(Applicant)

(b) Referees nominated by the Faculty Promotions Committee

- For a Professorship or Readership application, three referees and one reserve must be nominated by the Committee. Referees should normally be external to the University but there may be circumstances where it is appropriate to nominate referees from cognate areas of the University.
- For a University Senior Lectureship application, one referee and one reserve must be nominated by the Committee.
- Referees chosen to comment on research should still be regarded as leaders in their field, be research active and familiar with the appropriate field of research.
- One of the referees nominated (either by the FPC or the applicant) should be able to comment authoritatively or in detail on the applicant's general contribution.

1. Title:
Name:
Address:

Tel No:
e-mail
fax:

2. Title:
Name:
Address:

Tel No:
e-mail
fax:

3. Title:
Name:
Address:

Tel No:
e-mail
fax:

4. Reserve Referee:

Title:

Name:

Address:

Tel No:

e-mail

fax:

Signed: _____ Date: _____

(Chair of the Faculty Promotions Committee)

(ii) Re-application for the office specified above

A referee cited in a previous application should be chosen only if there have been significant changes in the applicant's publication record or other circumstances relating to the case for promotion since the referee was last approached. If an updated reference is to be sought the standard letter should be used (see Document 3B).

(a) Referees nominated by the applicant.

- For a Professorship, or Readership, one referee and one reserve must be nominated by the applicant. Referees should normally be external to the University but there may be circumstances where it is appropriate to nominate referees from cognate areas of the University.
- For a University Senior Lectureship, one **internal** referee and one reserve must be nominated by the applicant. **The referee nominated by the applicant should be able to comment authoritatively or in detail on the quantity of teaching.**
- Referees chosen to comment on research should still be regarded as leaders in their field, be research active and familiar with the appropriate field of research.

1. Title:
Name:
Address:

Tel No:
e-mail
fax:

2. Reserve referee:

Title:
Name:
Address:

Tel No:
e-mail
fax:

Signed: _____ Date: _____
(Applicant)

(b) Referees nominated by Faculty Promotions Committee

- For a Professorship or Readership application, two referees and one reserve must be nominated by the Committee. Referees should normally be external to the University but there may be circumstances where it is appropriate to nominate referees from cognate areas of the University.
- For a University Senior Lectureship application, one referee and one reserve must be nominated by the Committee.
- Referees chosen to comment on research should still be regarded as leaders in their field, be research active and familiar with the appropriate field of research.
- **One of the referees nominated (either by the FPC or the applicant) should be able to comment authoritatively or in detail on the applicant's general contribution.**

1. Title:
Name:
Address:
Tel No:
e-mail
fax:

2. Title:
Name:
Address:
Tel No:
e-mail
fax:

3. Reserve Referee

Title:
Name:
Address:
Tel No:
e-mail
fax:

Signed: _____ Date: _____

(Chair of the Faculty Promotions Committee)

(iii) List of References to be carried forward

The list should be provided by the Secretary of the Faculty Promotions Committee.

Only those references should be carried forward which were provided for the 2016 exercise in connection with an application for the office currently applied for (see Para 7.46).

	Referee	FPC/Applicant nomination (please state)	Year
1			
2			
3			
4			
5			

Signed: _____ Date: _____

Secretary of the Faculty Promotions Committee