

Application for promotion from 1<sup>st</sup> October 2020 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 (2019) exercise. The relevant Faculty Committee will complete the remaining sections.

Applicants, and Chairs and Secretaries of Faculty 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 international 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:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant)

**(b) Referees nominated by the Faculty 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 international leaders in their field, be research active and familiar with the appropriate field of research.
- **One of the referees nominated (either by the Faculty Committee 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:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Chair of the Faculty 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 international leaders in their field, be research active and familiar with the appropriate field of research.

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

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**2. Reserve referee:**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant)

**DOCUMENT 3 Referees nominated**

**NAME:** \_\_\_\_\_

**(b) Referees nominated by Faculty 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 international leaders in their field, be research active and familiar with the appropriate field of research.
- **One of the referees nominated (either by the Faculty Committee 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:

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**3. Reserve Referee**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Chair of the Faculty Committee)

**(iii) List of References to be carried forward**

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

*Only those references should be carried forward which were provided for the 2019 exercise in connection with an application for the office currently applied for (see Para 7.46).*

	<b>Referee</b>	<b>Faculty Committee /Applicant nomination (please state)</b>	<b>Year</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary of the Faculty Committee