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| Referees/Assessors for Academic Promotions to Grades UE09 & UE10 – Nomination Form |
| Nomination of Referees and Assessors |
| References/assessments are taken up for applicants for promotion to UE09 and UE10. The selection of referees/assessors must take into account:* The need to avoid conflicts of interest, seeking a balance between those who have, and those who have not, collaborated with the nominee;
* A balance between UK and international references and possible differences in the degree of familiarity with the nominee’s work.

Occasionally the academic field of an applicant may be such that only a very limited number of individuals would be competent to comment.Ideally, the chosen group of referees and assessors should be able to comment on all aspects of the nominee’s achievements (e.g. teaching, research, leadership/management/citizenship, knowledge exchange). |
| Head of School Statement |
| The Head of School is expected to comment on the applicant’s suitability for promotion across all relevant areas of the academic role. Where a promotion case has a teaching component it is expected that the Head of School will directly comment on the nominee’s teaching contribution. Heads of School should reference the [Exemplars of Excellence in Student Education](https://www.ed.ac.uk/sites/default/files/atoms/files/exemplars_of_student_education.pdf) when preparing their statement.  |
| Nomination of Referees by the Applicant |
| All applicants for promotion to Grade UE09 or UE10 must provide the names of two referees. * These referees will be invited to provide references in the knowledge that their names have been suggested by the applicant.
* An internal referee can be provided to support a promotion which has a strong component of Teaching and Management
* **Applicants must contact their nominated referees to gain their agreement before HR contact them with the request for reference.**

All references received by the stipulated deadline will be shared with the College panel and Central panel (for UE10). Where applicable they will be shared with the Appeal Panel. |
| Nomination of Assessors by the Head of School |
| The Head of School, in consultation with senior colleagues in the applicant’s School, should provide the names of four further individuals to provide assessor reports. These assessors:* will be regarded as independent and should have appropriate standing in the discipline.
* will be invited to provide reports in the knowledge that they have been suggested by the Head of School to provide an impartial assessment of the applicant’s case.
* may be internal or external depending on the discipline and focus of the application e.g. a teaching focus may be best suited to an internal assessor.
* must be contacted by the Head of School to gain their agreement to take on the role of assessor.

All assessor reports received by the stipulated deadline will be shared with the College panel and Central Academic panel (for UE10).  |

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| What should be shared with Referees and Assessors? |
| Non-Clinical Academics* The referee/assessor must be sent the following:
* Application form (excluding the sections completed by the Head of School)
* Full CV (for UE10)
* Summary CV

Links to the following documents must also be sent:* [Grade Profiles](https://www.ed.ac.uk/files/atoms/files/grade-profiles_updated_august_2018_v.6.pdf)
* [Exemplars of Excellence in Student Education](https://www.ed.ac.uk/sites/default/files/atoms/files/exemplars_of_student_education.pdf)
* [Exemplars of Excellence in Knowledge Exchange](https://www.ed.ac.uk/files/atoms/files/exemplarsexcellenceknowledgeeducation.pdf)
* [Guide on Interdisciplinarity and Team Research](https://www.ed.ac.uk/files/atoms/files/guidance_on_interdisciplinary_and_team_research.pdf)
* [Citizenship Guidance](https://www.ed.ac.uk/files/atoms/files/guidance_on_citizenship.pdf)
* Criteria for the award of [Personal Chair](https://www.ed.ac.uk/files/atoms/files/guidance_and_criteria_for_the_award_of_the_title_of_personal_chair.docx.pdf) or [Reader](https://www.ed.ac.uk/files/atoms/files/guidance_and_criteria_for_the_award_of_the_title_of_reader.docx.pdf) (if applicable)

Clinical AcademicsThe referee/ assessor must be sent the following:* Medical Clinical Staff – Application for Promotion to Reader/Personal Chair
* Full CV (for UE10)

Links to the following documents must also be sent: * [Exemplars of Excellence in Student Education](https://www.ed.ac.uk/sites/default/files/atoms/files/exemplars_of_student_education.pdf)
* [Exemplars of Excellence in Knowledge Exchange](https://www.ed.ac.uk/files/atoms/files/exemplarsexcellenceknowledgeeducation.pdf)
* [Guide on Interdisciplinarity and Team Research](https://www.ed.ac.uk/files/atoms/files/guidance_on_interdisciplinary_and_team_research.pdf)
* Criteria for the award of [Personal Chair](https://www.ed.ac.uk/files/atoms/files/guidance_and_criteria_for_the_award_of_the_title_of_personal_chair.docx.pdf) or [Reader](https://www.ed.ac.uk/files/atoms/files/guidance_and_criteria_for_the_award_of_the_title_of_reader.docx.pdf) (if applicable)
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| Referees/Assessors for Academic Promotions – Guidance Notes and Forms |
| Section 1: Referee/Assessor Requests |
| Name of Applicant: |       |
| School: |       |
| Section 2: Referees nominated by the applicant |
| You must provide the names of two referees who have agreed to provide a reference for you. These individuals will be invited to provide a reference in the knowledge that their names have been suggested by you. **You must contact them to gain their agreement before submitting your application.**  |
| Referee 1 I confirm this referee has agreed to respond [ ]  |
| Title: |       |
| Name: |       |
| Name of institution: |       |
| **Email:** |       |
| Relationship:What was/is your relationship with this referee? E.g. supervisor       |

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| Referee 2 I confirm this referee has agreed to respond [ ]  |
| Title: |       |
| Name: |       |
| Name of institution: |       |
| **Email:** |       |
| Relationship: What was/is your relationship with this referee? E.g. supervisor       |
| Section 3: Assessors nominated by the Head of School |
| The Head of School must provide the names of four further individuals, regarded as independent and with the appropriate standing in the field, to provide an assessment of the applicant’s case for promotion. The Head of School must contact nominated assessors to gain their agreement before submitting the application to HR.The Policy on [Conflict of Interest](https://www.ed.ac.uk/sites/default/files/atoms/files/conflict_of_interest_golden_copy_aug_2023.pdf) should be taken into consideration when proposing individuals to be named as assessor.  |
| **Assessor 1** I confirm assessor has agreed to respond [ ]  |
| **Title:** |       |
| **Name:** |       |
| **Name of institution:** |       |
| **Email:** |       |
| Reason for nomination:Please explain the standing and experience of the assessor in the academic field.      |
| Assessor 2: I confirm assessor has agreed to respond [ ]   |
| **Title:** |       |
| **Name:** |       |
| **Name of institution:** |       |
| **Email:** |       |
| Reason for nomination:Please explain the standing and experience of the assessor in the academic field.      |
| **Assessor 3** Iconfirm assessor has agreed to respond [ ]  |
| **Title:** |       |
| **Name:** |       |
| **Name of institution:** |       |
| **Email:** |       |
| Reason for nomination:Please explain the standing and experience of the assessor in the academic field.      |
| Assessor 4 I confirm assessor has agreed to respond [ ]  |
| Title: |       |
| Name: |       |
| Name of institution: |       |
| Email: |       |
| Reason for nomination:Please explain the standing and experience of the assessor in the academic field.      |