APPENDIX D

REFEREES AND EXTERNAL ASSESSORS

Referees should be nominated by applicants and should be sufficiently familiar with the applicant's work to comment meaningfully on the application. These referees should generally be professors, or people of professorial standing, familiar with the standards for promotion within UK research-led universities. Where applicants are claiming international standing in any area, a balance of UK and international referees should be identified.

Where the application for promotion is to the rank of Reader or Professor, internal referees should not normally be nominated.

External Assessors should be nominated by the relevant senior members of the University (Executive Dean, PVCs, Professoriate) and should be (as far as possible) independent of the applicant. These referees should be professors, or people of professorial standing, familiar with the standards for promotion within UK research-led universities. Where applicants are claiming international standing in any area, a balance of UK and international referees should be identified. External Assessors should not include applicant's PhD supervisors or co-authors and should normally be kept confidential from the applicant. When nominating assessors, Executive Deans should be mindful of the reputation of the institution/subject area of the proposed assessor. The assessor's institution can have a bearing on the authority they bring.

For promotion to each rank, the final list of referees and external assessors who are to be consulted will be selected from names presented by the candidate and the Executive Dean (the Dean's list will include those from PVCs and the Professoriate.)

Referees and External Assessors where application for Promotion is to the Rank of Professor
Applicants should provide the details of three referees and Executive Deans should provide the details of three external assessors, all of whom should be in a position to comment on the work and reputation of the candidate in both a national and international context. At least two referees and two assessors will be consulted. At least one of the external assessors and one of the referees should be international.

Referees and External Assessors where application for Promotion is to the Rank of Reader
Applicants should provide the details of two referees and Executive Deans should provide the details of three external assessors, all of whom should be in a position to comment on the work and reputation of the candidate. At least one referee and two assessors will be consulted.

Referees and External Assessors where application for Promotion is to the Rank of Senior Lecturer
Applicants should provide the details of two referees and Executive Deans should provide the details of two external assessors, all of whom should be in a position to comment on the work and reputation of the candidate. At least one referee and one assessor will be consulted.