



**Human  
Resources.**

**Readerships & Personal Chairs Independent External Referees**

**Please Complete and Return with your Recommendation**

**Candidate Surname:** ..... **Forename(s):** .....

**Department:**.....

**Current Appointment:** .....

**Recommended Title** .....  
**(This title must reflect the discipline field)**

**Tick as required**

**Recommendation for Promotion to Personal Chair (Teaching and Research)**

Please provide the names and full addresses of **five** independent external referees, including at least **two** national and **one** international referee if applying under the Teaching and Research criteria.

**Recommendation for Promotion to Personal Chair (Teaching)**

Please provide the names and full addresses of **five** independent external referees (an International referee is desirable but not essential) and an evidence based portfolio to support your case if applying under the Teaching criteria.

**Recommendation for Conferment of the Title of Reader**

Please provide the names and full addresses of **five** independent external referees, including at least **two** national and **one** international referee if applying under the Teaching and Research criteria.

Three referees will be contacted in the first instance, including at least **one** international referee (if applicable).

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**1. Name and address** National   
International

**Rationale:**

**E-Mail:**

**Telephone:**

**Fax:**

*Please tick one:*

Known Personally       Known by reputation       Recommended by colleague   
By HoD      (not the candidate)

Other (please specify)

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2. Name and address

National

International

**Rationale:**

**E-Mail:**

**Telephone:**

**Fax:**

*Please tick one:*

Known Personally

By HoD

Known by reputation

Recommended by colleague

(not the candidate)

Other (please specify)

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3. Name and address

National

International

**Rationale:**

**E-Mail:**

**Telephone:**

**Fax:**

*Please tick one:*

Known Personally

By HoD

Known by reputation

Recommended by colleague

(not the candidate)

Other (please specify)

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4. Name and address

National

International

**Rationale:**

**E-Mail:**

**Telephone:**

**Fax:**

*Please tick one:*

Known Personally

By HoD

Known by reputation

Recommended by colleague

(not the candidate)

Other (please specify)

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5. Name and address

National

International

**Rationale:**

**E-Mail:**

**Telephone:**

**Fax:**

*Please tick one:*

Known Personally

Known by reputation

Recommended by colleague

By HoD

(not the candidate)

Other (please specify)

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**In signing this form you are confirming that those named will give a fair, impartial reference, and are amongst the best in their field.**

**Signed:** ..... **Date:** .....

**(Head of Department)**

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**THE COMPLETED FORM SHOULD BE FORWARDED WITH CV AND DEPARTMENTAL STATEMENT TO YOUR FACULTY HR TEAM IN ACCORDANCE WITH YOUR FACULTY PROMOTION TIMELINE**