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| **Reference/Assessor Report****Request Form** |
| **STRICTLY CONFIDENTIAL**If you require this document in an alternative format please contact HR via email HRHelpline@ed.ac.uk or by telephone on 0131 651 5151  |
| **Section 1: Applicant’s Details** |
| Employee Name:       |
| Grade/ Job Title sought:       |
| **Section 2: Referee/ Assessor Details** |
| Title and Name:       |
| Institution:       |
| Date completed:       |
| Referee/ Assessor email:       |
| Briefly explain how you know the applicant and/or their work.       |
| Do you believe you have any conflicts of interest that prevent you from making an objective assessment of this applicant? Yes [ ]  No [ ]  If yes, please give details:      |
| **Section 3: Promotion Criteria**Applicants are expected to demonstrate they meet the criteria outlined below, normally in at least two categories. In exceptional circumstances they may have a strong focus in one of the criteria. |
| **Research** | Including datasets and software, influence on policy and practice, research income, research publications, citation performance and scientific content |
| **Education** | Activities related to teaching, learning, student outcomes and the student experience. |
| **Management, Leadership and Citizenship** | Contributions to the management of the School/Deanery, College and/or the University, for example through membership of committees, participating in collegial projects or by leading an academic area of activity. It may also include professional activities outside the University. It is expected that contribution will support the values of equality, diversity and inclusion. |
| **Knowledge Exchange** | Activities that they are involved in beyond the academic community which contribute to increasing the impact of research. This includes commercialisation, technology transfer, public engagement and engagement with policy and professional practice. It may involve research led learning and teaching and the provision of continuing professional development. |
| This could also be demonstrated by: |
| Team and interdisciplinary**contribution** | Undertaking interdisciplinary research, making an individual contribution to group research and/or working as a key member of a research team. |
| **Section 4: Reference/Assessor Report**Please provide a reference/report based on your knowledge of the individual’s work including any externally focussed activities based on the criteria listed above.The reference/report you provide will be seen by the relevant University promotions panels. All information provided will be treated as strictly confidential. However, you should be aware that under certain circumstances, such as data protection or other legal requirements imposed on the University, it may be necessary to disclose references to other parties including the individuals to whom the references refer. |
| I am completing this form a Referee [ ]  Assessor [ ]   |
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