Academic Promotions 2018

References and the Role of Independent Academic Assessors - Notes for Guidance

Introduction
1. This year the University will use the model of Independent Academic Assessors to address the issue of ensuring that reference reports on candidates are completely independent. This is because the use of the term ‘Referee’ can infer a previous or current close working relationship between the candidate and the Referee, similar to those provided during recruitment processes, where the candidate nominates the Referee. The use of the term Independent Academic Assessor (Assessor hereafter), should make clear the distinction between an Assessor, who has knowledge of a candidate’s work, and that of a Referee, who has, or may have had, a close professional working relationship with the candidate.

2. The form to nominate Independent Assessors below is to be completed by the Head of School. It should be noted that the reference reports from Assessors are required for the 2nd School Promotion Committee meeting in May 2018.

3. Nominated Assessors must be:
   - At Professorial or Reader level.
   - Completely independent, for example, they should not have previously collaborated closely with the applicant as a co-author or co-researcher; nor provided them with supervision; should not be current employees of the University of Sussex, nor have worked for the University within the last five years.
   - Subject experts of significant academic distinction who have detailed knowledge of the field and the candidate’s contribution to it.

And
   - At least one Assessor should be international.

Confirmation of Independent standing of the Assessor
4. In completing the form, the Head of School should provide a statement as to why the Assessors have been chosen and confirm that the Assessors are independent.
   (i) For Lecturer A to B or Research Fellow A to B cases, Assessors are not required.
   (ii) For Senior Lectureship or Senior Research Fellow cases, the details of four Assessors should be provided, the fourth of which will be a reserve. One Assessor should be of international standing.
   (iii) For Readers, the details of five Assessors should be provided, the fifth of which will be a reserve. At least one Assessor should be from overseas.
   (iv) For Professors and Professorial Teaching Fellows and Research Professors, the details of five Assessors should be provided, the fifth of which will be a reserve. At least two referees should normally be international. *

*While normally no more than two of the five Assessors should be from any one country, where there is good reason to have more than two Assessors from the same country, the Head of School can recommend that an exception is made.
Academic Promotions 2018 - Independent Academic Assessor Details Form

This form applies to cases to be considered under both the School Promotions Committee and Academic Promotions, Advancements and Titles Committee processes.

Name of candidate:
School: Date:

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<th>Assessor’s contact details – including email address</th>
<th>Statement why Assessor has been chosen and confirm that Assessor is independent</th>
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Head of School signature (or print if submitting electronically)

Please return together with the application and applicant checklist to:
Georgia Ferguson, Human Resources at G.Ferguson@sussex.ac.uk