

Standard Requests for References

A. Promotion to Senior Lecturer

CONFIDENTIAL

Date

Dear,

Name of Candidate

Imperial College is considering promoting the above person to a Senior Lectureship. I am, therefore, writing to seek your comment on their suitability for this promotion.

A copy of the application for promotion is attached. It would be helpful if you could reply by **Please can you advise the Academic Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to ac.pro@imperial.ac.uk

At Imperial College, the title of **Senior Lecturer (non-clinical)** recognises significant, original and innovative contributions by an individual to the College and the relevant field through research, education, administration, other forms of scholarship, student support, and effective management and staff development activities.

The balance between these activities will vary and the Academic Promotions Committee considers each application on its own merits.

I would be very grateful if you could, please, give an assessment of achievements and impact. Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove exceedingly valuable to the Academic Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have the right to request access to data within certain constraints.

Thank you for responding to the Academic Promotions' Team email address at ac.pro@imperial.ac.uk

Yours sincerely,

Professor Alice Gast
President

General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

References Received by the College

Confidential references received by the College are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

- the identity of the referee can be protected by anonymising the information;
- the referee has given consent;
- it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, the College declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the College may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.

B. Conferment of the Title of Reader, or Associate Professor (Business School only)

CONFIDENTIAL

Date

Dear

Name of Candidate

Imperial College is considering promoting the above person to the post of **[Delete whichever does not apply] Reader / Associate Professor**. I am, therefore, writing to seek your comment on their suitability for this promotion.

A copy of the application for promotion is enclosed. It would be helpful if you could reply by **Please can you advise the Academic Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to ac.pro@imperial.ac.uk

The title of **Reader or Associate Professor (if in the Business School)** is appropriate for an individual who has achieved a national and international standing in the relevant field by significant contributions to its advancement.

Contributions will be measured through the quality and volume of original research, other creative and original scholarly work, through effective and innovative leadership in education (including publications on educational research, teaching, research student supervision and course development), contributions to student support, and effective management and staff development activities within the College and outside. Examples of national or international recognition include national and/or international prizes, invited lectures in national and/or international conferences, or membership of respected national and/or international bodies.

Judgement of the suitability of a candidate will require evidence of all the above but the balance between these will vary. I would be very grateful if you could, please, give an assessment of achievements and impact. Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove exceedingly valuable to the Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have the to request access to data within certain constraints.

Thank you for responding to the Academic Promotions' team email address at ac.pro@imperial.ac.uk

Yours sincerely

Professor Alice Gast
President

General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

References Received by the College

Confidential references received by the College are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

- the identity of the referee can be protected by anonymising the information;
- the referee has given consent;
- it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, the College declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the College may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.

C. Conferment of the Title of Professor

CONFIDENTIAL

Date

Dear,

Name of Candidate

Imperial College London is considering promoting the above person to Professor. I am, therefore, writing to seek your comment on their suitability for this promotion.

A copy of the application for promotion is enclosed. It would be helpful if you could reply by. **Please can you advise the Academic Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to ac.pro@imperial.ac.uk

The title of **Professor** is reserved for those who have achieved an international standing and who have demonstrated international leadership in the relevant field by outstanding contributions to its advancement.

In research, there must be a sustained, internationally leading reputation in the field based on an extensive track record. The research will have had a major influence on the discipline and/or profession and will be measured through the quality and volume of seminal research, other creative scholarly work and significant success at securing research income.

In education, the Professor will have demonstrated effective and innovative teaching practice and leadership within Imperial College and beyond, including leadership in educational transformation (for example: curricula and assessment, pedagogy and innovative use of technology enhanced learning).

Judgement of the suitability of a candidate will require evidence of all of the above but the balance between these will vary. I would be very grateful if you could, please, give an assessment of achievements and impact. Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove exceedingly valuable to the Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have rights to request access to data within certain constraints.

Thank you for responding to the Academic Promotions' team email address at ac.pro@imperial.ac.uk

Yours sincerely,

Professor Alice Gast
President

General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

References Received by the College

Confidential references received by the College are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

- the identity of the referee can be protected by anonymising the information;
- the referee has given consent;
- it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, the College declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the College may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.

D. Conferment of the Title of Professor of Practice

CONFIDENTIAL

Date

Dear,

Name of Candidate

Imperial College London is considering promoting the above person to Professor of Practice. I am, therefore, writing to seek your comment on their suitability for this promotion.

A copy of the application for promotion is enclosed. It would be helpful if you could reply by **Please can you advise the Academic Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to ac.pro@imperial.ac.uk

The title of **Professor of Practice** is reserved for those who have achieved a national and international standing and who have demonstrated national and international leadership in the relevant field by outstanding contributions to its advancement in ***one or more of either: Education, and/or Profession and Practice, and/or Leadership and Management.***

If the major contribution is in education, a significant national and international impact will have been made, and creative, scholarly work published. There will be evidence of effective, innovative academic leadership. Examples of international recognition include international prizes, plenary lectures at national and international conferences, and leadership of internationally respected bodies.

If the major contribution is in Profession and Practice, there will be evidence of significant leadership which has contributed to the academic mission of the College, the organisation of important national and international conferences, speaking engagements at prestigious lectures, invitations to be an expert witness on investigations and national policy committees, or contributions to outreach and public engagement that advance the understanding of the discipline and the mission of the College. There may also be contributions to a specialised research area, for example within a clinical setting, and a record of record publications.

If the major contribution is in Leadership and Management, contributions may focus on the development of the research and/or the educational strategy of the Faculty. There may be a significant role in the recruitment of academic staff and their development or an ambassadorial role that is recognised locally, nationally or internationally. There may also be contributions to important committees/working groups at the College, to government policy or national think-tanks and organisations, and to international organisations, for example, international academic organisations of the relevant discipline.

I would be very grateful if you could, please, give an assessment of achievements and impact. Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove extremely valuable to the Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have the right to request access to data within certain constraints.

Thank you for responding to the Academic Promotions' team email address at ac.pro@imperial.ac.uk

Yours sincerely,

Professor Alice Gast
President

General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

References Received by the College

Confidential references received by the College are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

- the identity of the referee can be protected by anonymising the information;
- the referee has given consent;
- it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, the College declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the College may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.

E. Conferment of the Title of Professor of Education

CONFIDENTIAL

Date

Dear,

Name of Candidate

Imperial College London is considering promoting the above person to Professor of Education. I am, therefore, writing to seek your comment on their suitability for this promotion.

A copy of the application for promotion is enclosed. It would be helpful if you could reply by **Please can you advise the Academic Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to ac.pro@imperial.ac.uk

The title of Professor of Education is reserved to those who have made internationally recognised, outstanding contributions to the development of the field of education. This will be as a result both of their educational practice and of their contributions to and leadership of education as a field of research.

In research, there must be a sustained, internationally leading reputation in the field of educational research based on an extensive track record. The research will have a major influence both on the research field and on educational practice. Contributions will be measured through the quality and volume of seminal research work, and of significant success in securing research funding, commensurate with expectations for the field. Other markers of international recognition include might include international prizes, plenary lectureships at international conferences, or leadership of established and internationally respected bodies within the field.

In learning and teaching, the Professor of Education will have demonstrated effective and innovative teaching practice and leadership within Imperial College and beyond, including leadership in educational transformation (for example: curricula and assessment, pedagogy and innovative use of technology enhanced learning).

Judgement of the suitability of a candidate will require evidence of all of the above but the balance between these will vary. I would be very grateful if you could, please, give an assessment of achievements and impact. Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove exceedingly valuable to the Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have rights to request access to data within certain constraints.

Thank you for responding to the Academic Promotions' team email address at ac.pro@imperial.ac.uk

Yours sincerely,

Professor Alice Gast
President

General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

References Received by the College

Confidential references received by the College are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

- the identity of the referee can be protected by anonymising the information;
- the referee has given consent;
- it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, the College declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the College may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.

F. Conferment of the Title of Reader in Education / Associate Professor of Education

CONFIDENTIAL

Date

Dear,

Name of Candidate

Imperial College London is considering promoting the above person to Professor of Education. I am, therefore, writing to seek your comment on their suitability for this promotion.

A copy of the application for promotion is enclosed. It would be helpful if you could reply by **Please can you advise the Academic Promotions team as soon as possible if you are unable to reply by this deadline.** You are welcome to email your reply to ac.pro@imperial.ac.uk

The title of Reader in Education / Associate Professor of Education is reserved to those who have made very significant contributions to contributions to the development of the field of education. This will be as a result both of their educational practice and of their contributions to and leadership of education as a field of research.

In research, there must be a growing national and international reputation in the field of educational research based on a strong track record. The research will have increasing influence both on the research field and on educational practice. Contributions will be measured through the quality and volume of research work, and of clear success in securing research funding, commensurate with expectations for the field and level of post. Other markers of international recognition include might include prizes, plenary lectureships at conferences, or contributions to established and internationally respected bodies within the field.

In learning and teaching, the Reader in Education / Associate Professor of Education will have demonstrated effective and innovative teaching practice and leadership within Imperial College and increasingly beyond, including leadership in educational transformation (for example: curricula and assessment, pedagogy and innovative use of technology enhanced learning).

Judgement of the suitability of a candidate will require evidence of all of the above but the balance between these will vary. I would be very grateful if you could, please, give an assessment of achievements and impact. Would you also please state if you know the candidate personally, for how long and in what capacity. Your views will prove exceedingly valuable to the Promotions Committee and we very much appreciate your input and counsel.

Please note that in compliance with GDPR, individuals have rights to request access to data within certain constraints.

Thank you for responding to the Academic Promotions' team email address at ac.pro@imperial.ac.uk

Yours sincerely,

Professor Alice Gast
President

General Data Protection Regulation (GDPR)

The GDPR gives individuals rights to access their personal data in whatever medium the data is held (referred to as a Subject Access Request).

References Received by the College

Confidential references received by the College are not exempt from the right of access by the subject to whom they refer, but consideration must be given by those receiving a request for access to any potential breach of confidence of a referee by such a disclosure. Information contained in a reference need not be provided if the release of this information would identify a referee unless:

- the identity of the referee can be protected by anonymising the information;
- the referee has given consent;
- it is reasonable in all circumstances to release the information without consent having been given.

In cases where a confidential reference discloses the identity of an organisation, but not an identifiable individual, as referee, disclosure will not breach data privacy rights.

Where, in response to a Subject Access Request, the College declines to disclose a reference received in confidence from a referee, it will supply clear reasons in writing for doing so. Members of the College may not refuse to disclose references received in confidence from referees without providing, in writing, the reasons for the refusal.
