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**CONFIDENTIAL**

**ACADEMIC PROMOTION SCHEME**

**Nomination of External Assessors Form**

**Applicant**

You must complete Section A and B of this form and submit it with your application by the deadline. You must also by the application deadline forward this form to your Head of School, who will be required to complete Section C of the form and submit this confidentially on the date specified for the round.

**SECTION A**

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| **Name of Applicant:** |  |
| **School:** |  |
| **Promotion Application for:**  **(SL/AP, Professor in, EP)** |  |

**SECTION B**

1. **Assessors Nominated by the Applicant:**

Please list 4 assessors and note that these are not referees but assessors.

Applicants should under **no circumstances contact anyone that has been listed** as a possible external assessor in relation to their application.

Prior to providing an assessment, external assessors are requested to submit a Conflict-of-Interest declaration.

Please refer to section 12 of the Academic Promotions policy before completing your list of nominations.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **School/Department** | **Institution** | **Gender** | **Email** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |

1. **Potential Assessors whom the Applicant would not wish to be consulted:**

Please note that no reason for including a name here is required.

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| --- | --- | --- | --- |
| **Name** | **Position** | **School/Department** | **Institution** |
|  |  |  |  |
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1. **Conflict of Interest:**

* **Please tick the box to confirm. I have read the Academic Promotion scheme COI guidelines and confirm that none of the external assessors nominated above fall into any of the categories listed.** <https://www.universityofgalway.ie/media/registrar/academicpromotions/files/University-of-Galway-Academic-Promotions-COI-Guidelines.pdf>

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Heads of School**

The member of your School named applicant above in this document has submitted an application for promotion to the post of Senior Lecturer/Associate Professor, Professor in [discipline], Established Professor. You should have received a copy of her/his application from the applicant by the application deadline.

Please see Section B of the form for the names of four external assessors whom the applicant has nominated, and up to two assessors whom the applicant would not wish to be consulted.

In Section C, please list the names and contact details of four other external assessors who work in the field and who are likely to be familiar with appropriate standards to be met. These nominations must be treated in the strictest of confidence and not shared with the applicant.   
Please refer to section 12 of the Academic Promotions policy prior to completing the list.

Please submit this form to [academicpromotions@universityofgalway.ie](mailto:academicpromotions@universityofgalway.ie) by 4:00pm on the date specified for the round.   
This date is on the [academic promotions website](https://www.universityofgalway.ie/academicpromotions/).

*Deputy President and Registrar.*

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**SECTION C**

1. **Assessors Nominated by the Head of School:**

Please list 4 assessors and note that these are not referees but assessors.

These nominations must be treated in the strictest of confidence and not shared with the candidate.  
Deans of College and Heads of School should **under no circumstances contact anyone that has been listed** as a possible external assessor in relation to the promotion application.   
Prior to providing an assessment, external assessors are requested to submit a Conflict-of-Interest declaration.  
Please refer to section 12 of the Academic Promotions policy prior to completing your list of nominations.

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **School/Department** | **Institution** | **Gender** | **Email** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |

1. **Conflict of Interest:**

* **Please tick the box to confirm. I have read the Academic Promotion scheme COI guidelines and confirm that none of the external assessors nominated above fall into any of the categories listed.** <https://www.universityofgalway.ie/media/registrar/academicpromotions/files/University-of-Galway-Academic-Promotions-COI-Guidelines.pdf>

**Head of School Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean of College Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**