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| **University of St Andrews****Promotions Application 2024** |
| **Name:** |  |
| **School:** |  |
| **Referees** **(for those seeking promotion to Grades 8 and 9)** - You must provide the name and contact details of **TWO** referees, both of whom must be external to the University. Referees should be leaders in their field and at least one **must** be international. **Your PhD supervisor should not be nominated as a referee.****Referees (for those seeking promotion to Grade 7) –** You must provide the name and contact details of **TWO** referees, both of whom must be external to the University. Referees should be leaders in their field. **Your PhD supervisor should not be nominated as a referee.****Referees (for those seeking promotion to Grade 6)** – You must provide the name and contact details of **TWO** referees; one referee must be external to the University; the other referee can be an internal referee. Referees should be leaders in their field. **Your PhD supervisor should not be nominated as a referee**.The University will contact only **one** referee, and this will be a random selection. The names of both referees will be taken into consideration when seeking suitable External Assessors. **It is your responsibility to ensure that each referee cited is available and willing to respond to requests from the University for references. HR will contact one of your referees once to request the report. Where a referee does not submit their report by the return date, HR will contact you to ask you to contact your referee again to ask them to submit their report. To assist this process, please advise your referees that the University will issue all reference requests by Wednesday 14 February 2024 with a return date of Monday 11 March 2024. A copy of your full application will be sent to your referee. Once we have selected which referee to contact, we will provide you with an update.** References for the purpose of employment (which includes promotion) are given to the University under conditions of confidentiality; such references are exempt from release to the subject of the reference, under the Data Protection Act 2018.Where an individual asks to see a reference held about them by the University, the University will ask the referee whether they are happy for that reference to be released or otherwise; referees are under no compulsion to waive their confidentiality. Only where permission is given will a reference be released.

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| **First Referee** |
| Name (including title) |
| HEI / Institution |
| Telephone Number |
| **Email (compulsory)** |
| Web address |
| Relationship with Referee |

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| **Second Referee** |
| Name (including title) |
| HEI / Institution |
| Telephone Number |
| **Email (compulsory)** |
| Web address |
| Relationship with Referee |

**Please note, we will in due course, notify your referee of the outcome of your application.** |