

**The HoD's Citation should address as many of the points below as is relevant to the Candidate.**

A statement outlining the impact of COVID-19 on the Candidate's work is expected. The College promotion panels are cognizant that there may, for example, be significantly different impacts between varying fields, research group sizes and between genders. The statement will form part of the monitoring performed to determine the evolving impact of the pandemic.

- Teaching
  - Types of teaching: mode and level
  - Evidence of teaching effectiveness
  - Innovation in teaching
  - Inclusivity in teaching
  - Assessment and feedback
  - Use of technology-enhanced learning
  - Student support and wellbeing
  - Students as partners
  - Design and development of modules and programmes
  - Organisation and coordination of modules and programmes
  - Prizes and awards
  
- Research
  - Quality
  - Volume
  - Collaborations
  - Independence
  - Esteem achieved
  - Application of research and its importance
  - Achievements since last promotion
  - Scope and opportunities for future
  - Grants – ability to attract funding
  
- Publications
  - Volume and quality
  - Publications since last promotion
  - Influence and impact on field or area of research

***Please note: The College is a signatory to DORA (Declaration on Research Assessment), which mandates that in hiring and promotion decisions, the scientific content of a paper, not the JIF (Journal Impact Factor), is what matters. More information on DORA is available at <https://sfdora.org/>***

- Esteem
  - National
  - International
  - Conferences
  - Keynote speeches
  - Other indicators of esteem, e.g. editorial boards, government bodies.

The College promotion panels expect a statement clarifying the workload experienced by the Candidate as associated with the other contributions listed below.

- Other contributions to Department and/or College
  - Level and amount of contributions
  - Good citizenship / role model for Imperial Expectations
  - Pastoral care and mentoring of students
  - Leadership in the Department
  - Additional roles, e.g. Admissions Tutor, Warden, Athena SWAN coordinator, Departmental Health and Safety Officer, member of College committees (e.g. associated with Teaching, Research and EDI) etc.

- College Values and Behaviours
  - Candidates are given the opportunity to highlight their achievements with regards to the College Values and Behaviours Framework as part of their application. Please see [Values - Behaviour Framework \(imperial.ac.uk\)](https://www.imperial.ac.uk/values-behaviour-framework) for advice and comment on the corresponding contributions made by the candidate **including** the associated workload.
  - Please note that College Values replaced Imperial Expectations from November 2021 and that the current academic year 2022/23 forms part of a transition period. The following link relates College Values to the replaced Imperial Expectations and may be helpful when providing information.

[https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/Values\\_Values\\_Link-to-Imperial-Expectations.pdf](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/values/Values_Values_Link-to-Imperial-Expectations.pdf).

## **Additional Citation from Faculty required for Honorary Candidates**

In the case of Honorary candidates, (which will apply mostly to the Faculty of Medicine), the Faculty is asked to also provide a citation outlining the candidate's contributions to Imperial College.

**Example HoD's Citation for the Conferment of the Title of Reader, or Associate Professor (Business School)**

**upon .....**

Dr ..... joined the Department of ..... in .... having earlier graduated from the Department with First Class Honours and having completed a PhD degree at the University of ..... (The candidate)\*\* has amply proved a first-class ability both in teaching and research. In the field of teaching, Dr ..... has demonstrated to a most unusual degree the ability to communicate ideas to both undergraduate and postgraduate students. (The candidate)\*\* has specialised in the teaching of ..... and their application to ..... processes, both at undergraduate level and in the MSc course in ..... Through thorough preparation, fluent delivery, and enthusiasm in lectures, tutorials and laboratory classes, (the candidate)\*\* has imparted an interest in the application of the principles of ..... to a significant body of students. Dr .....\*\* was awarded the .....Teaching Prize in..... and successfully gained a Teaching Development grant in ..... for work on .....

The contribution of (the candidate)\*\* to teaching has been first class as is evidenced by ..... but Dr .....\*\* has also made a great impact in research. ....has been one of a small group of research workers who have pioneered the use of ..... techniques to study ..... The work by Dr .....\*\* work on .....is accepted as an authoritative study and is widely applied to ..... processes. The investigation of ..... represents the sole complete analysis of this problem in terms of .....

..... has carried out several investigations in collaboration with industry and two of these are worthy of specific mention. Dr .....\*\* ..... model of the ..... has been accepted and applied by the industry as a.....model.

(The candidate's)\*\* publication record provides ample evidence to justify promotion, although it is an inadequate indication of Dr.....\*\* versatility and ability in research. (The candidate)\*\* has a growing international reputation as witnessed by the complimentary comments made by scientists from Japan, USA, Australia and Europe at an international meeting in .....

Dr ....\*\* has demonstrated leadership consistent with College Values and Behaviours in interaction with peers and younger academics and researchers, and these have contributed greatly to the success of (the candidate's)\*\* research team.

Following last year's Personal Review and Development Plan meeting, ..... has attended the College's Academic Leadership Programme and follow-up workshops to further develop influencing and negotiation skills.

In addition,..... served the Department well for XX years as Admissions Tutor and for XX years served as a member of the College's Health and Safety Committee.

In view of .....s undoubted ability, reputation and the promise of future achievements, it is strongly recommended that (the candidate)\*\* be promoted to Reader/Associate Professor/Professor/ or other as applicable.

**Signed:** .....

**Date:** .....

***(Please note that unsigned citations will not be accepted)***