Choice of Referees

A/Prof. Paul Wormell
Chair of Academic Senate
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Overall Requirement

• Three referees who may be consulted about the applicant’s suitability in terms of the criteria for promotion.

• Lecturer: at least one external;

• Other Levels: two external; one internal.

• Plus other criteria.
Example: Associate Professor

Applicants for Promotion to Associate Professor are normally expected to nominate two referees of international standing from within the applicant’s field of expertise and one who would be an internal referee who holds a position of Associate Professor or above at the University.

(UWS Academic Promotion Procedures)
Role of Referees

“... reflected in a reputation, which, as confirmed by the applicant’s referees, has won or is heading toward the applicant’s placement in the “front rank,” nationally or internationally, of the relevant field of scholarship or research ...”

Referees should give advice about what the academic, professional or other relevant communities think about the candidate.
Further Guidance

Please provide specific information (to a maximum of 100 words) to enable Promotion Committee members to assess the expertise and disciplinary standing of your nominated referees.

(Application Form)
Further Guidance

You are strongly advised to choose referees who know your work well and can therefore provide the Promotions Committee with detailed comment against the promotion criteria and the significance of your publications.

(UWS Application Guidelines)
Further Guidance

Ensure that all the criteria are covered in total by your referees, although each individual referee may not be able to comment on your achievements under all the criteria.

For example, one referee may be familiar with your research, while another may be able to comment on your contributions to teaching and another on your governance activities.

(UWS Application Guidelines)
Further Guidance

Ensure you have endorsement from your referee/s for criteria in which you claim to be meritorious or outstanding.

(UWS Application Guidelines)

*It is prudent to let your referees see your application in advance, to make sure they will support it.*
Western Sydney Referees are asked to.....

• Give a brief summary of their background and qualifications.

• Indicate the circumstances of their acquaintance with the applicant and their work.

• Provide an assessment of the applicant’s suitability for promotion.

• Comment on the degree to which the applicant satisfies the criteria for promotion, and the ranking nominated by the applicant for each of the attainment fields.
Advice from University of Sydney

You must make a finely balanced judgment when choosing referees between those who are close enough to give an authoritative appraisal of your work and those who are able to make an independent assessment based on your standing. Prospective referees should be able to attest to your national and international profile where appropriate.

(Guidelines for Applicants)
Advice from University of Glasgow

A referee should be an expert in their relevant academic or professional discipline who can provide ... an independent and balanced assessment of an applicant’s achievements when considered against the relevant promotion criteria.

(Academic Appointment & Promotion Policy)
Advice from University of Glasgow

Perceived, potential or actual **conflicts of interest** must be avoided when selecting referees. Such conflict might include; a line management type relationship, a personal relationship, or a close collaborator.

*(Academic Appointment & Promotion Policy)*

*If a conflict of interest is unavoidable, it must be declared, and the Promotion Committee will decide how to deal with it.*