

### **Guidance for external referees for academic appointments or promotions**

Thank you for agreeing to provide a reference. Your reference will only be used to validate the candidate’s application for appointment or promotion. As a referee it is important that you recognise the candidate’s academic experience and are able to comment on and supplement the candidate’s experience and achievements in relation to the applicable academic criteria pathways for the post.

The candidate’s application would underpin one of the four academic pathways:

* [Research](file:///C:/Users/zz1803/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/Role%20Description%20webpage/Criteria%20for%20Research%20Route.docx),
* [Learning and Teaching](file:///C:/Users/zz1803/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/Role%20Description%20webpage/Criteria%20for%20Learning%20&%20Teaching%20Route.docx),
* [Enterprise](file:///C:/Users/zz1803/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/Role%20Description%20webpage/Criteria%20for%20Enterprise%20Route.docx), or
* [Professional Practice](file:///C:/Users/zz1803/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/Role%20Description%20webpage/Criteria%20for%20Professional%20Practice%20Route.docx).

The criteria for each of these routes are defined in terms of:

* **Esteem:**

Academic Profile – recognition of national and international reputation.

Public Engagement – press and media, events and exhibitions and public liaison.

* **Innovation and Impact:**

Contribution to Knowledge – publication, presentation and performance or exhibitions.   
Impact – demonstrable influence on practice, performance, knowledge, products or public policy

* **Contribution:**

Income Generation – sustained grants, external funding and business growth. Institutional Citizenship – collaboration with colleagues, active contribution to the successful operation of the University, committee and working group engagement.

* **Academic Leadership:**

Leadership – building formal and informal teams and communities of practice within the University. Successful Management – managing teams, projects and resources. Capacity Building – mentoring staff, postgraduate research supervision, diversification of University activity.

While the criteria for each pathway apply to all levels (Lecturer grade 6, Associate Professor grade 7, to Professor grade 8 to 10), the level to which these criteria should be satisfied will increase with grade. Candidates would usually be expected to demonstrate some evidence against each of the specific criteria relevant to their chosen route, although promotions panels will exercise balanced academic judgement as to the overall profile and level of achievement. Hence a lack of, or limited, evidence against one of the criteria may be compensated for by outstanding achievement against another of the criteria.

If you have any questions about providing a referee, please contact Edinburgh Napier University’s Human Resources and Development unit on [humanresources@naper.ac.uk](mailto:humanresources@naper.ac.uk)



### **Reference for academic position**

|  |  |
| --- | --- |
| **Applicant’s Name** |  |
| **Position** |  |
|  | |
| **Reference**  Please provide comment by assessing and rating the applicant against the criteria rating of 1 – 4  [4 - exceeds assessment criteria, 3 - satisfies assessment criteria, 2 - assessment criteria not met at this time, or 1 – unlikely assessment criteria can be met] | |
| **Esteem:** | Please provide a rating 4 (exceeds) to 1 (does not met) |
| **Please comment on Esteem:** | |
| Please provide a comment on esteem | |
| **Innovation:** | Please provide a rating 4 (exceeds) to 1 (does not met) |
| Please provide a comment on innovation | |
| **Contribution:** | Please provide a rating 4 (exceeds) to 1 (does not met) |
| Please provide a comment on contribution | |
| **Academic Leadership:** | Please provide a rating 4 (exceeds) to 1 (does not met) |
| Please provide a comment on academic leadership | |
| **Do you believe the applicant would satisfy the essential requirements of the position and grade?** | |
| Yes/No  Please describe | |
| **At what academic experience or level have you witnessed the applicant perform to?** | |
| Please describe | |
| **Is the applicant a HEA member?** | |
| Yes/No | |
| **Please describe if in your opinion the candidate meets the criteria** | |
| Please describe | |
| **Please identify the capacity in which you know the candidate** | |
| Please describe | |

|  |  |
| --- | --- |
| **Referee details** | |
| **Name** | **Position:** |
|  |  |
| **University or Institution Address:** | **E-mail Address:** |
|  |  |
| **Telephone number:** | **Are you currently a Fellow of the HEA?** |
|  | Yes/No |