Dear XXX

I am seeking your assistance to act as an External Referee in relation to my application for promotion to [level of promotion being sought].

As part of the Senior Academic Promotions process, Trinity College Dublin requires that a candidate nominate six potential External Referees.

Should the Trinity promotions process select you as an External Referee, my application, along with a Head of School Report for use in your assessment of my application, will be sent to you, in electronic format, by Trinity Human Resources.

An External Referee is required to assess an application for promotion based on the level of achievements given by the candidate in their application in Research and Scholarship, Teaching and Service to College/Discipline and Engagement with Society, with reference to the Senior Academic Promotions Guidance Criteria 2021.

In addition, External Referees will be invited to comment on:

* the candidate’s impact in their discipline,
* the quality of their work,
* the overall trajectory demonstrated by the evidence in the application,
* with reference to the University Promotions Criteria, whether the case meets the Trinity standards for promotion to the relevant level;
* how the application compares with recent successful applications for promotion to the equivalent level within the referee’s own institution.

The Senior Academic Promotions Policy has established guidelines in relation to real or perceived conflict of interest of individuals assisting in the process.  As part of the assessment, you will be asked to comment on your knowledge and interaction with me and the committee may determine that there could be a perceived conflict of interest. A copy of the guidelines on eligibility for the selection of an External Referee is attached for your information. If you feel that your relationship with me may constitute a conflict of interest, please contact senior.promotions@tcd.ie for clarification or decline this invitation request.

I should draw your attention to the fact that the University comes under the terms of the Freedom of Information Act 2014 and the Data Protection Act 2018.

I would be pleased if you would inform me at your earliest convenience if you are available and willing to act as an External Referee, subject to selection by the Trinity promotions Process.

Yours sincerely

**Guidelines on eligibility for the selection of an External Referee**

Briefly explain how and in what capacity you know the candidate. Would your relationship with the individual be seen by a reasonable person as having no conflict of interest? Our procedures dictate that a referee should not be, or have been:

* co-author with the applicant in the last 7 years
* the applicant’s PhD supervisor or vice versa
* An examiner for a candidate’s PhD student, or vice versa
* co-grant holder or co-applicant for funding or with the candidate within the last 7 years
* co-members of the same research team
* an external member of the Faculty Senior Academic Promotions Committee or Senior Academic Promotions Committee
* a relation of the candidate.

Outside of the above criteria you may feel that your personal or professional relationship with candidate could constitute a conflict of interest. If this is the case, please declare any concerns that you have, and either contact senior.promotions@tcd.ie for clarification or decline this invitation request.

In completing this report you are confirming that you are an impartial referee and have no conflict of interest to declare