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| **Form E Head/Director – Nomination of Referees for Continuing Appointment (Professorial only)** | UQlogoC_mono_M_dos |

The Head/Director should complete this form and send to *cap@uq.edu.au* the names and full contact details of **five (5)** eminentindividuals able to assess the applicant’s performance in leadership, in guiding the development of others, in major funding initiatives, contribution to knowledge and the beneficial application of knowledge, research program and team management, and intellectual leadership beyond his or her specific areas of research or creative activity.

The nominated referees should be external, normally of professorial standing or equivalent and recognised as leaders in the field, able to comment on the international quality and impact of the applicant’s portfolio in the nominated area. Nominations should include referees relevant to the current academic category of the applicant and should be mainly overseas nominees. Include a short statement stating the reasons why each referee has been nominated, indicating the referee’s expertise in the discipline area and/or if the referee would be contacted for specific comment on teaching, research or service/engagement. These nominations must be different to those proposed by the applicant. Heads must not nominate referees who are current members of the Professorial Promotions Committee and referees with whom the applicant has a personal, business or professional conflict of interest (actual or potential). The nominated individuals may, at the discretion of the Professorial Confirmation and Promotions Committee, be invited to act as referees. The Committee retains the right to obtain information from referees as it deems appropriate in each case.

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| **Name of Candidate** |       | **School/Centre** |       | **Faculty/Institute** |       |

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|  | **Title** | **Initials** | **Surname** | **Email****\* required** | **Department/****School** | **University** | **State/Country/****Code** | **Telephone** |
| **Example** | Professor | W | Smith | w.smith@cornell.edu | Department of Mechanical and Aerospace Engineering | Cornell University | Ithaca NY 14853-1501 USA | +1 333 35555 |
| **1** |       |       |       |       |       |       |       |       |
| *Include a short statement outlining the reasons why each referee has been nominated:* |
| **2** |       |       |       |       |       |       |       |       |
| *Include a short statement outlining the reasons why each referee has been nominated:* |
| **3** |       |       |       |       |       |       |       |       |
| *Include a short statement outlining the reasons why each referee has been nominated:* |
| **4** |       |       |       |       |       |       |       |       |
| *Include a short statement outlining the reasons why each referee has been nominated:* |
| **5** |       |       |       |       |       |       |       |       |
| *Include a short statement outlining the reasons why each referee has been nominated:* |