

Research Excellence Framework 2014 (REF2014) Equality Code of Practice

1. Introduction

QMU is committed to encouraging the submission of all of its excellent researchers to REF, including those whose volume of research output may have been limited for reasons c

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- x Put forward via eResearch, the institutional repository, up to six outputs for consideration in REF and provide a self assessment of the quality rating. Further quality ratings will be allocated by UoA Leads and External Reviewers.
- x Indicate to the HR Advisor, using the REF disclosure form in Appendix C, whether there are any individual staff circumstances that may affect the number of outputs put forward. QMU will apply the strictest rules of confidentiality in the processing of the disclosure form. UoA Leads will only know if the individual circumstances rules apply and not the circumstances behind the application of the rules.
- x Individual staff members are responsible for adding outputs to the

QMU strives to support all of its academic staff in carrying out research of the highest quality. At the same time the University recognises that certain equality issues may adversely affect the volume of high quality research outputs produced by some individuals. The quality of outputs for staff with such circumstances will be subject to the same assessment criteria as those with no special circumstances.

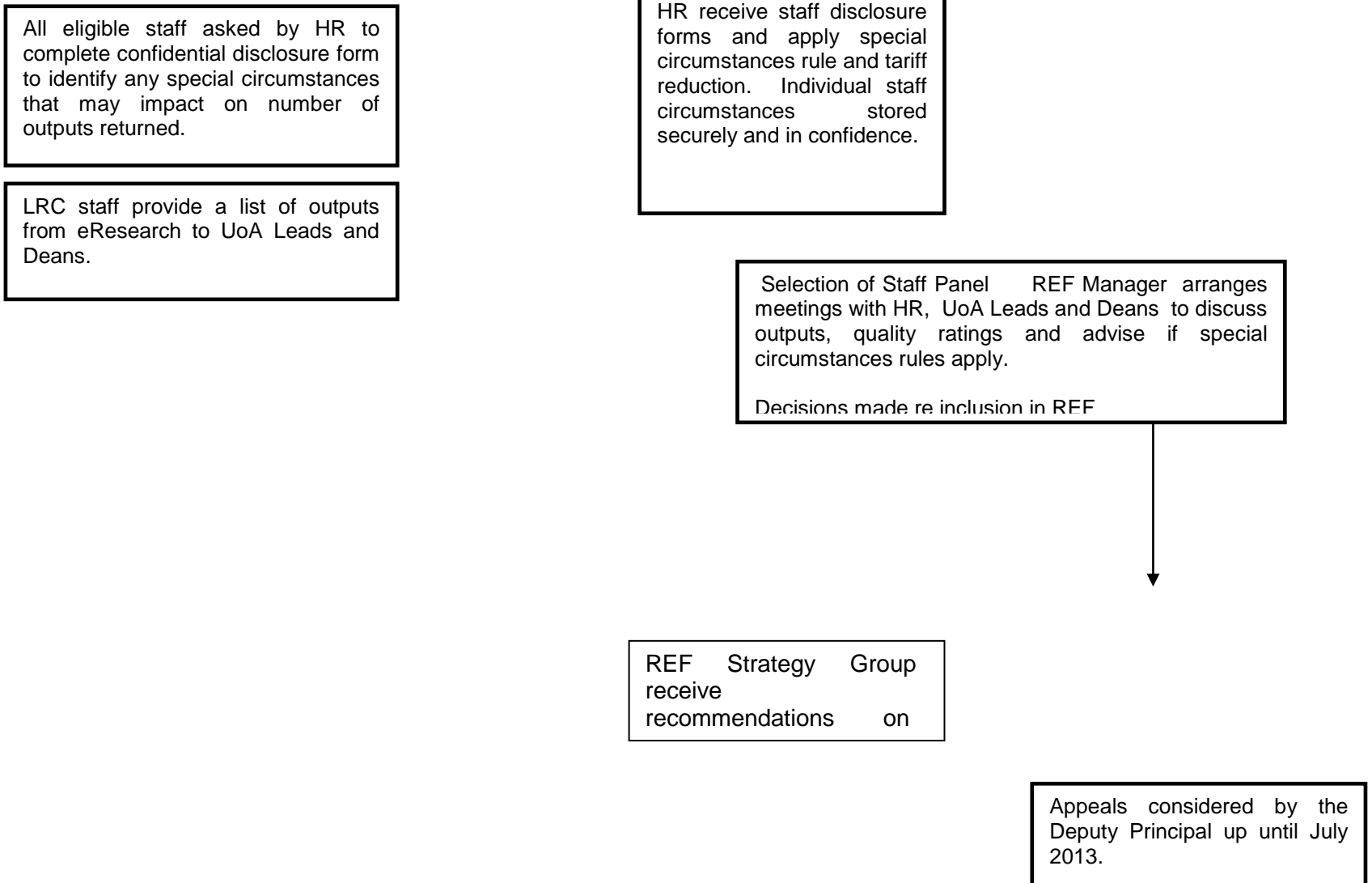
The following list provides details of individual staff circumstances that will be taken into consideration when determining which staff will be included in the REF Submission. Appendix D summarises relevant legislation.

10. Clearly Defined Staff Circumstances

Eligible staff may be returned with fewer than four outputs without penalty, if one or more of the following clearly defined circumstances significantly constrained their ability to produce four outputs or to work productively throughout the assessment period (1 January 2009 to 31 October 2013):

- x Qualifying as an Early Career Researcher (ECR) (Defined as someone who started their career as an independent researcher on or after 1 August 2009).
- x Part-

APPENDIX A REF Process



APPENDIX B - Role of Staff and Committees

REF Strategy Group (RSG)

**Note this reflects the Committee membership at the start of the REF process- some changes to membership occurred towards the end of the REF process but core membership remained the same.*

Equality and Diversity Committee (EDC)

Remit

To set the strategic framework for equality in service provision and in employment across the University.

To promote equality of opportunity and business. Specifically to aim to eliminate discrimination, advance equal opportunities and foster good relations, thereby ensuring the University avoids the potential for discrimination on grounds of the protected equality strands.

To advise the Senior Management Team, Executive Board and the University Court on the Opportunities Policy.

Mode of Operation in Relation to REF

Develop and approve the Equality Code of Practice. Receive and Monitor Impact Assessments. Ensure that processes concerned with the selection of staff for inclusion in REF submissions are transparent and consistent across the institution

Equality and Diversity Committee Equality Training Provided : 8/10/13		
Member Name	Process for selection in REF process	Role in relation to the institutional management framework
Irene Hynd	Convenor of the Equality and Diversity Committee	University Secretary
Olga Wojtas	Member of the Equality and Diversity Committee	Member of University Court
Katie Pirie	Member of the Equality and Diversity Committee	SU Students Officer
Lande Wolsey	Member of the Equality and Diversity Committee	Head of Student Services
Eilidh Richardson	Secretary to the Equality and Diversity Committee	

Equality and Diversity Committee
Equality Training Provided : 8/10/13

Member Name	Process for selection in REF	Role in relation to the process
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Irene Hynd	Senior Officer of the Institution	University Secretary
Malcolm Cutt	Senior Officer of the Institution	Director of Operations and Finance
Steve Scott	Senior Officer of the Institution	D

Relevant UoA Lead (details listed under REF Strategy Group)	Nominated by the Dean on the basis of research experience and leadership.	UoA Lead	See REF Strategy Group for listing.
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Complex Staff Circumstances Panel

Mode of Operation in Relation to REF

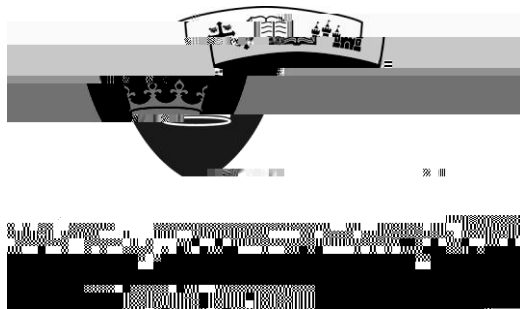
Appointed by the Deputy Principal specifically for the purposes of REF to consider complex staff circumstances.

The group will make decisions relating to complex circumstances and appropriate reductions in tariff.

Panel to Deal with Complex Circumstances			
Member Name	Process for selection in REF process	Role in relation to the institutional management framework	Equalities training provided
Dee Denholm	Appointed by the Deputy Principal.	Head of HR	Training 4/4/12 .
Angela Gentle/Beth Campbell/ Lorna Prince. <i>*Rotation due to staff departure.</i>	Appointed by the Deputy Principal.	HR Partner	Induction Training on 18/1/11 Training 18/2/12 Training 25/4/12 Training 10/6/13
Dr Fiona Coutts	Appointed by the Deputy Principal.	Dean	Training 4/4/12 Training 12/6/13 .

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Appendix C QMU Staff Disclosure Form



Individual staff circumstances disclosure form

Name	
Division	
Unit of Assessment	

Please provide information required on relevant circumstance/s and continue onto a separate sheet of paper if necessary:

Circumstance	Information required
Early career researcher (started career as an independent researcher on or after 1 August 2009)	Date on which you became an early career research
Information	
Part time employee	FTE and duration in months
Information	
Career break or secondment outside of the higher education sector	Dates and duration in months
Information	
Maternity leave, statutory adoption leave, or additional paternity leave (taken by partners of new mothers or co-adopters)	For each period of leave state which type of leave was taken and the dates and duration in months
Information	
Disability (including conditions such as cancer and chronic fatigue)	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months
Information	
Mental health condition	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months
Information	
Ill health or injury	

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Following consideration of the personal circumstances described above, HR:

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number] of research outputs. [Subject to specified institutional criteria].
Rationale for the proposed number of outputs:
e.g. this decision is based on the tariffs outlined in the panel criteria.

Requires further information of the circumstances described as follows:

In determining the number of outputs staff are required to submit, QMU will observe the definitions of individual staff circumstances provided in the

www.ref.ac.uk

What action do I need to take?

If you are eligible for REF submission you are encouraged to complete the attached form. If further information is required about any circumstances disclosed, you will be contacted by HR.

Who will see the information that I provide?

Within the institution, the information that you provide will be seen by HR and your Dean. The UoA Lead and REF Strategy Group will only see that a special

The definition of disability is different in Northern Ireland in that a list of day-to-day activities is referred to. There is no list of day-to-day activities

Consequently, staff within HEIs with responsibility for REF submissions

	HEIs should be aware of not making any judgements about the selection of staff for REF submissions based on their race or assumed race (for example, based on their name).
Religion and belief including non-belief	The Equality Act 2010 and the Fair Employment and Treatment (Northern Ireland) Order 1998 protect HEI staff from unlawful discrimination

Date	HEFCE Action	QMU REF Strategy	QMU REF Equality Code of Practice
	Practice.		

Date	HEFCE Action	QMU REF Strategy	QMU REF Equality Code of Practice
			Meeting
October 2013 31 October 2013		Final Draft Submission to Executive Board	