

## **Research Assessment Exercise 2008 and Equality**

### **Covering note and self-disclosure form C**

#### **RAE2008**

##### **Personal Circumstances**

Institutions submitting to RAE2008 are now required to establish and document an appropriate internal Code of Practice for Equality and Diversity. All decisions with regard to the inclusion/non-inclusion of staff in the University's final submission to RAE2008 must, therefore, be framed within the context of the principles set out in this Code of Practice. The University's Code of Practice for Equality and Diversity in the RAE2008 is available at: [www.xxxxx.ac.uk](http://www.xxxxx.ac.uk).

The Code of Practice relates primarily to Equality and Diversity issues where these have had, or are believed to have had, a material impact on the number of outputs available for submission to the RAE2008 by individual members of the Academic Staff Community at the University. Where such circumstances have impacted on an individual's ability to produce the required number of outputs at the required quality threshold a person may be able to submit less than the standard number of outputs required by the relevant Unit of Assessment to which they might expect to be submitted provided that individual staff circumstances have been identified which fall within those set out as being relevant in the equal opportunities statement which forms part of the main panel or sub-panel guidance.

If you have individual circumstances to be taken into consideration which have affected your ability to produce the required volume of outputs during the assessment period, the University is required to supply the national RAE Assessment Panels with sufficient explicit information about how the circumstances have adversely affected your contribution, but without necessarily disclosing the detail of what the circumstances are. The University is not asked to describe circumstances (for example, a disability) that have had no adverse effect on an individual's capacity to undertake research.

The attached form provides staff with the opportunity to disclose, confidentially to the University Equal Opportunities Officer, any circumstances that they wish to be taken into account by the University when finalising decisions on staff inclusion. As part of this disclosure process, we will seek your consent regarding the information that we will provide, in due course, to the national Assessment Panels if your work is included in our final submission.

All national RAE Assessment Panel members and secretaries are bound by confidentiality requirements, and acceptance of the confidentiality requirements is a condition of their appointment to the role. No information relating to individual circumstances will be published by the national RAE Team. All data collected, stored and processed by the national RAE Team will be handled in accordance with the Data Protection Act 1998.

It should be noted that the generic statement on the criteria and working methods to be applied by the national RAE Assessment Panels' states that "Academic and academic-related duties that might be expected for any staff member working at the University, including teaching and administration, are *not* regarded as an explanation in themselves for listing fewer than four items of research output against an individual."

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## RAE2008

### Personal Circumstances

Name: Job Title

Department: UoA:

I wish to make the University aware, via the Equal Opportunities Officer, of the following circumstances which have had an impact on my ability to produce the required volume of published outputs during the period 1 January 2001 and 31 December 2007:

Please tick relevant section **and complete** the further information section below:

- Absence due to maternity/parental/adoption leave
- Parents returning to part-time work after maternity/parental/adoption leave during the assessment period;
- Absence due to other forms of carer leave;
- Part-time work;
- Disability, including temporary incapacity that lasts for at least 12 months;
- Early career researchers or mature staff who entered a research career or the profession during the census period;
- Absence for more than six months consecutively during the assessment period due to secondment, a career break, ill-health or injury;
- Health and Safety issues in relation to pregnant and breast feeding women;
- Other exceptional and relevant reasons;
- Other circumstances identified in relevant Panels' Criteria and Working Methods Statements.

#### Further Information:

*(Please indicate below the relevant dates for when the particular circumstance(s) applied and securely attach any other documents that you wish to be considered. Please continue on a separate sheet if necessary.)*

PTO

- I consent to this information being disclosed to the relevant persons for the purpose of RAE decisions and data collection.
- I agree to this information to be included in my personal file and recorded on the HR information systems for Equal Opportunities monitoring purposes. (*If not currently held*).

Signature: ..... Date: .....  
(*Staff member*)

- I confirm that this disclosure does\*/ does not fall under the circumstances/ definitions recognised by the 2008 RAE and relates to the volume of research output produced during the census period.

*\*Please delete as necessary*

Signature: ..... Date: .....  
(*Equal Opportunities Officer*)

If the disclosure does meet the above criteria the Equal Opportunities Officer should inform the RAE Manager who will then arrange for an appropriate Panel meeting to be convened.

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**THIS SECTION IS FOR OFFICIAL USE ONLY**

**Outcome of RAE2008 Equal Opportunities Panel Meeting to consider circumstances**

Following consideration of the personal circumstances described above, the Panel confirms that the University:

- Will progress the staff member's inclusion in the RAE submission subject to their outputs meeting the specified quality threshold for the relevant UoA
- Will not progress the staff member's inclusion in the UOA submission

The reason(s) for this decision being:

Signature: ..... Date: .....  
(*Panel Chair*)

Signature: ..... Date: .....  
(*RAE Manager*)