

ANGLIA RUSKIN UNIVERSITY

Code of Practice Governing the Selection of Staff for Inclusion in Submissions to the Research Excellence Framework 2014

Introduction

1. This Code of Practice describes the process through which staff will be selected for inclusion in submissions by Anglia Ruskin University to the 2014 Research Excellence Framework (REF).
2. The REF is governed by regulations, notably the *Assessment Framework and Guidance on Submissions* and *Panel Criteria and Working Methods*.¹ These have been set out by the REF team based at HEFCE who conduct the exercise on behalf of the four UK higher education funding councils. In addition to these regulations, the REF team produce and publish supplementary and clarifying guidance, for example in 'Frequently Asked Questions' format, via their website www.ref.ac.uk.
3. The process described herein applies to all staff who are eligible for inclusion in submissions, as defined in *Guidance on Submissions*, paragraphs 78-83.² Decisions about which staff to submit for assessment in the REF are at our discretion. While encouraging higher education institutions to submit the excellent research of all of their eligible staff, the funding councils recognise this discretion. The Code of Practice is designed to ensure that all staff to whom it applies will be treated fairly and that our selection procedures promote equality and diversity. It enables transparency, consistency, accountability and inclusivity in our decision-making processes, and our Vice Chancellor will confirm, when making our submissions to REF 2014, that in preparing them, this Code of Practice has been adhered to.
4. Decisions on the inclusion of staff in REF submissions will be entirely based on the fit of their research within the Units of Assessment (UoAs) we have identified for submission to the REF, and the quality and volume of that research, taking into account any individual circumstances that may have constrained productivity (volume of output). We will not tolerate unfair discrimination on any grounds including race, gender, disability, sexual orientation, religion or belief, age, or any other irrelevant personal characteristics or circumstances.
5. The Code of Practice is fully consistent with our existing equality and diversity policy framework.³ Our existing policies, and this Code, recognise our obligations under the Equality Act 2010, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and all other relevant legislation currently in force. We also undertake to fulfil any obligations arising from future legislation, where relevant, in line with the principles espoused herein.
6. The Code of Practice has been developed in response to the requirement of the REF that institutions ensure equity of treatment in their selection of staff. It builds on the equivalent document we used successfully for the 2008 Research Assessment Exercise, and follows the REF requirements laid down in *Guidance on Submissions*, paragraphs

¹ REF 02/2011 *Assessment Framework and Guidance on Submissions*, published July 2011; and REF 01/2012 *Panel Criteria and Working Methods*, published January 2012. Both documents can be downloaded from the Publications section of the REF website, www.ref.ac.uk. For brevity, future references will be to *Guidance on Submissions* and *Panel Criteria* respectively.

² Elsewhere in this document, 'all staff' means 'all staff eligible for inclusion' as defined here, except where an alternative definition is provided.

³ See <http://web.anglia.ac.uk/hr/policies/>.

187-232, and the resources and best practice guidance provided by the Equality Challenge Unit (ECU).⁴ We have also undertaken an initial Equality Impact Assessment on our Code, involving detailed discussions, the results of which demonstrated that it will have a positive impact on most equality target groups, and a neutral impact on the remainder. No negative impacts were identified.

7. The Code of Practice was approved by our REF Strategy Group at its meeting of Thursday 21 June 2012, by our Corporate Management Team on Monday 2 July 2012, and by Senate on Thursday 19 July 2012. It has also been reviewed and endorsed by the Chair of the Equality and Diversity Group, by the members of our Research Committee, by our Research Training and Ethics Manager, and by representatives of our branch of the University and College Union (UCU).
8. The Code of Practice will be submitted to the REF team at HEFCE for approval by their Equality and Diversity Advisory Panel (EDAP) and will be published by the REF team, alongside our submissions, at the conclusion of the assessment process. We also undertake to publish our Code of Practice on our externally-facing website at this time.
9. The Code of Practice will be well-publicised throughout Anglia Ruskin University. Copies will be sent to all staff eligible for inclusion not later than 5 November 2012. This will include those staff who are absent for an extended period (for example because of maternity, paternity or adoptive leave, ill-health, gender reassignment, sabbatical or secondment arrangements or other career breaks). The Code will be provided to all new staff as part of their induction. It will also be available to download from our intranet not later than 5 November 2012.
10. We recognise that providing the Code in hard copy or electronically as a standard Word document may not be appropriate for some staff, and will make arrangements to supply copies in alternative formats (e.g. Braille, audio, large print, and easy-read transcriptions) if requested.
11. All individuals involved in preparing REF submissions must adhere to the Code throughout their preparations, and ensure that those being considered for submission in the various UoAs are aware of its application to the selection process.
12. In the event that a joint submission is to be made, this Code of Practice will be made available to the collaborating institution(s). Joint decision-making will not compromise adherence to this Code.

Promoting an Inclusive Environment

13. We support the aim and intention that institutions should, in preparing their submissions to the REF, support equality and diversity and the promotion of an inclusive environment for research.
14. We have already made significant efforts to ensure that Anglia Ruskin University provides an inclusive environment. For example, we are double-tick 'Positive about Disabled People' symbol users, a signatory of the 'Mindful Employer' charter, a member of the Employer's Network for Equality and Inclusion (formerly the Employers' Forum on Age) and we were the first university to join Stonewall's Diversity Champions programme. All staff at Grade 4 and above are required to undertake an e-learning module, *Diversity in the Workplace*, and for more than a decade specific equality and diversity training has been mandatory for colleagues chairing recruitment and selection panels. We value and afford equal treatment to all researchers, regardless of personal characteristics or circumstances.

⁴ See <http://www.ecu.ac.uk/documents/ref-materials>

15. We support the *Concordat on the Career Development of Researchers*, and are engaged with initiatives such as the *Careers in Research Online Survey (CROS)* to ensure that researchers are provided with appropriate career development structures and opportunities. We will only appoint staff on fixed-term contracts where there is a justifiable reason to do so, for example where there is a link to funding, and we monitor the suitability of fixed-term contracts. We are committed to improving the stability of employment conditions for researchers, and endeavour to provide continuity of employment between grants whenever possible. We are similarly committed to supporting part-time research staff, and have an award-winning Flexible Working policy and procedures.

Designated Staff

16. 'Designated staff' are, according to *Guidance on Submissions*, those staff within our institution who hold formal responsibility for, or hold an equivalent role within, the selection of staff for submission to the REF. These staff and their roles are:
 - the Vice Chancellor, who has ultimate responsibility for the REF submissions. The Vice Chancellor is the Chief Executive and the Accounting Officer of Anglia Ruskin University and will make the decision on the institutional submission to REF 2014. He will confirm to the REF in making our submission that we have adhered to this Code of Practice.
 - the Deputy Vice Chancellor (Research, Scholarship and Development), who holds a portfolio of responsibilities including research, and is the senior member of staff responsible for overseeing our institutional submission to the REF, including ensuring the provision of appropriate equality training to designated staff. He is Chair of the REF Strategy Group and Research Committee.
 - the Pro Vice Chancellors & Deans of Faculties, and Heads of Departments, who are responsible for leading the activities of their respective faculties and departments, including the line management and pastoral care of the staff within them.
 - the Faculty Directors of Research or Deputy Deans with responsibility for research (we employ both titles), who are the senior members of staff responsible for overseeing the development of submissions in all UoAs within and across the departments within their faculties. They are members of the REF Strategy Group and Research Committee.
 - the Assistant Director (Research Support) within Research, Development and Commercial Services (RDCS), who is the senior member of staff overseeing the administrative support of preparations for our institutional submission to the REF. She is the institutional main contact to the REF, Chair of the REF Data Group, deputy Chair of the REF Strategy Group and the REF UoA Convenors Group, and a member of Research Committee.
 - the REF Manager (RDCS), who is responsible for the administrative support of preparations for our institutional submissions, and the provision of advice and guidance on REF requirements. He is the institutional technical contact to the REF, Chair of the REF UoA Convenors Group and deputy Chair of the REF Data Group, and a member of the REF Strategy Group.
 - the Research Support Coordinator (RDCS), who is responsible for providing advice and support on REF requirements. She is officer to the REF Strategy Group, REF Data Group, and REF UoA Convenors Group.
 - the Unit of Assessment Convenors: Each REF Unit of Assessment (UoA) submission is the responsibility of a Convenor who is appointed by the Pro Vice

Chancellor & Dean of Faculty. Where UoAs include staff from more than one Faculty, the appointment of the UoA Convenor is made jointly by the Faculties concerned. UoA Convenors are supported by nominated faculty administrators who do not fall under the definition of 'designated staff'. (See Table 1 below).

17. All designated staff were appointed in accordance with our appointment procedures, and, excluding UoA Convenors, their roles include responsibilities for management and/or support of REF preparations or equivalent audit processes. UoA Convenors are appointed to this role by their respective Pro Vice Chancellor & Dean of Faculty.
18. All designated staff will adhere to the requirements of this Code of Practice, and are fully cognisant of the REF guidance relevant to the UoA submission or submissions relevant to their role, and the relevant legislation.

Working Groups involved in REF Preparations

19. The REF Strategy Group: In practice, responsibility for preparation and submission of the REF entries is delegated to the REF Strategy Group, chaired by the Deputy Vice Chancellor (Research, Scholarship and Development). The REF Strategy Group provides advice to the Vice Chancellor to help him in making final decisions on submissions, and will also make judgements on behalf of the institution in respect of reasonable reductions in the number of outputs required by staff who declare complex circumstances (on an anonymised basis, as outlined in paragraph 35 below). It is responsible for commissioning and considering equality impact assessments on our submissions. The REF Strategy Group is a *de facto* working group of and reports to our Research Committee, by which route our REF preparations are overseen within our formal committee structure. Membership and terms of reference for the REF Strategy Group can be found in Appendix A.
20. REF Data Group: This group supports all staff responsible for preparing submissions by providing advice on using the web-based REF data submission software and, through liaising with relevant Support Services, help in providing data for use in preparing submissions. Membership and terms of reference for the REF Data Group are given in Appendix A.
21. REF UoA Convenors Group: This group meets to provide mutual help and support in preparing submissions; to exchange good practice and to ensure that our submissions are consistent. Membership and terms of reference for the REF UoA Convenors Group can be found in Appendix A.
22. As our preparations of submissions for REF 2014 progress, it may be that operational or managerial requirements necessitate the creation of further working groups or identification of additional individuals not anticipated at the time of the preparation of this Code of Practice. Notwithstanding the reason or timing of their creation or identification, any and all such groups and individuals will be subject to the Code of Practice in exactly the same way as those named herein.

External Reviewers

23. External review provides essential evidence for our selection decisions, but external review is just one element of our preparations. External reviewers are only asked, using their best professional judgement, to comment on individual researchers in relation to the quality of the outputs provided to them for review; no information relating to individual staff circumstances is sent to them. The opinion and advice provided by external reviewers informs our selection processes, but the decisions made are entirely our responsibility.

Equal Opportunities Training for the REF

24. All staff at Grade 4 and above are required to complete the *Diversity in the Workplace* e-learning course which deals with the implications of the Equality Act 2010. All designated members of staff, all members of the various working groups set up to oversee, undertake and support our REF preparations, and the nominated faculty REF administrators, have undertaken equal opportunities training and have a good understanding of the requirements of equality legislation as they relate to direct and indirect discrimination, and the principles of equality and diversity, as articulated within our equality and diversity policies.
25. In addition, all designated members of staff will receive additional training which covers the context and emphasis in the REF on equality and diversity, and the specific requirements for the exercise. This includes REF-specific training using the materials and best practice provided by the Equality Challenge Unit, in respect of the selection of staff for submission to REF.
26. Other (non-designated) staff involved in supporting our REF preparations are able and encouraged to attend the additional REF-specific equal opportunities training provided.

Policy on Selection of Staff for Inclusion in Submissions

27. The selection of staff for inclusion in our submissions to the REF will be conducted at all times in a manner consistent with our existing policies on equality and diversity and in line with the published guidance and regulations for the REF.
28. All our academic staff are expected to undertake research and/or scholarly activity.⁵ We value their contributions, whether through teaching, development of professional practice, research, knowledge transfer and/or academic administration. Engagement in research activity eligible for submission to the REF represents one aspect of the contribution staff may make. We wish to be as inclusive as possible by submitting the excellent work of as many of our researchers as possible. This includes the work of those whose volume of research output has been limited by individual circumstances (see below).
29. Individual staff members are responsible for providing, in a timely and accurate fashion, their research outputs and other appropriate information about their research activities, for review by the UoA Convenors and colleagues supporting the preparation of submissions.
30. The following criteria will be used in making decisions on the inclusion or non-inclusion of eligible members of staff⁶:
 - The fit of the individual's research activities within the UoAs we have identified for submission to the REF.
 - The quality of the individual's research activities. Research outputs (as listed in REF2) will be externally assessed for each individual. For possible inclusion in a REF UoA submission, each REF2 output is expected to be rated at a minimum at 2* or exceptionally, an individual's outputs collectively must average above 2*.⁷

⁵ See 'Expectations of Academic Staff at Anglia Ruskin University', revised July 2011, at <http://web.anglia.ac.uk/hr/staffarea/public/Expectations%20of%20Academic%20Staff.pdf>, downloaded 8 June 2012; and 'Expectations of a Professor at Anglia Ruskin University', no date, supplied by HR Services 8 June 2012.

⁶ As defined in *Guidance on Submissions*, *op. cit.*, paragraphs 78-83.

⁷ As defined in *Guidance on Submissions*, *op. cit.*, Table A2, p.43.

- The volume of the individual's research activities: normally, four outputs of sufficient quality for submission, including taking account of the REF expectation that outputs co-authored within the same UoA will normally be submitted once, and exceptionally twice.
31. In considering these criteria the REF Strategy Group will be advised by discussions with Pro Vice Chancellors and Deans of Faculty, colleagues from the relevant faculties with responsibility for research and the REF, Heads of Department and UoA Convenors. The decision on the inclusion or non-inclusion of eligible staff in our submissions to the REF will be made on the recommendation of the REF Strategy Group, which will also advise on the identification of UoAs to which we will submit.
32. A decision not to select a member of staff for submission in REF 2014 should not be seen as a reflection of the value we place on that person. It is not a requirement of REF 2014 that all eligible staff undertaking research should be submitted.

Disclosure and Treatment of Individual Staff Circumstances

33. In reaching a decision on whether or not to submit an individual, we will take full and proper account of any of the following circumstances that may have limited an individual's ability to produce the volume of research activity that would normally be expected within the REF assessment period. Such circumstances may enable the individual to be submitted with a reduced number of outputs, but cannot be used to mitigate the quality of those outputs, which must be of sufficient quality for submission.
34. Circumstances that could limit an individual's volume of outputs include:
- a. qualifying as an Early Career Researcher (as defined in paragraphs 85-86 of *Guidance on Submissions*)
 - b. part-time working
 - c. maternity, paternity or adoption leave, including constraints in addition to a defined period of leave
 - d. secondments or career breaks outside the higher education sector, and in which the individual did not undertake academic research
 - e. disability
 - f. ill-health or injury
 - g. mental health conditions
 - h. constraints relating to pregnancy, maternity, paternity, and adoption, such as medical issues, health and safety considerations and constraints on the ability to travel or undertake fieldwork during pregnancy or breast-feeding
 - i. childcare or other caring responsibilities (such as caring for an elderly or disabled family member)
 - j. gender reassignment
 - k. other circumstances related to the protected characteristics defined under the Equality Act 2010 and listed at paragraph 190 of the REF *Guidance on Submissions* document
 - l. other circumstances relating to activities protected by employment legislation.
35. REF regulations classify individual staff circumstances as either 'clearly defined' or 'complex'. This classification affects the means by which an appropriate reduction in the number of outputs is calculated, both internally and by the REF team, as explained between paragraphs 63 and 91 of Part 1 of the *Panel Criteria*.⁸ For 'clearly defined'

⁸ REF 01/2012 *Panel Criteria and Working Methods*, published January 2012, which can be downloaded from the Publications section of the REF website, www.ref.ac.uk.

circumstances, a calculating tool, using the tariffs set out in the *Panel Criteria*, is being incorporated into the REF submissions system. The results produced by this tool will determine the appropriate reduction we will apply in preparing submissions. For 'complex' circumstances, we are expected to determine the appropriate reduction in the number of outputs to be submitted. As explained above, the REF Strategy Group, informed by the guidance issued by REF and the exemplar case studies prepared by the Equality Challenge Unit, will be responsible for making such judgements.

36. In both cases, it will be necessary to collect information enabling us to calculate or judge the appropriate reduction in the number of outputs given the individual circumstances declared. To enable this, we are developing, using the template form and guidance provided by the Equality Challenge Unit, a standard form to be sent to all staff. This requests the disclosure of any personal circumstances which, in affecting an individual's productivity over the REF period, may justify their submission to the REF with fewer than four outputs. This form will also be routinely included in induction material sent to all new members of staff, and will be available online to enable staff to submit updated information where necessary.
37. We recognise that information relating to staff and their personal circumstances is sensitive. All of the information collected for submission to the REF in respect of personal circumstances will be treated in compliance with the Data Protection Act 1998 and all other relevant legal obligations. We will make the fullest use of the ability to tailor the REF data collection system to restrict institutional users' access rights and permissions very precisely. Sensitive personal data in REF 1a and 1b (that is, information relating to the individual circumstances listed above) will only be entered and seen in full by the Assistant Director (Research Support), the REF Manager, and the Research Support Coordinator within Research, Development and Commercial Services (RDCS), all of whom have undertaken our e-learning course *Introduction to the Data Protection Act 1998*. All other necessary usage, including the institutional assessment of 'complex' circumstances by the REF Strategy Group, will be on an anonymised basis. Information provided for the REF relating to personal circumstances will be kept securely and completed disclosure forms will be destroyed in early 2015.
38. However, by the very nature of the submissions and the submission system, it will be clear to anyone with access to a UoA submission, that an individual has been submitted with fewer than the 'normal' four outputs. This will include members of the general public after the submissions are published by the REF team at HEFCE in early 2015. The reasons for submitting the individual with a reduced number of outputs will, nonetheless, remain confidential.
39. For staff selected for inclusion with a reduced number of outputs on the basis of their individual circumstances, justifications will be submitted to the REF team at HEFCE in form REF1b. This information will be kept confidential to the REF team and the panel members (for clearly defined circumstances) and the REF Equality and Diversity Panel and main panel chairs (for complex circumstances), all of whom are bound by confidentiality clauses as part of their work. Information submitted in the REF1b form will only be used by the REF team as part of the processes involved in assessing the submission, and will be destroyed on completion of the assessment.

The Decision-Making Process

40. We have an overall timetable for preparations for submission to the REF (see Table 2 below). The process for making decisions on the inclusion or non-inclusion of staff will operate within that timetable.

41. A Convenor has been identified for each REF Unit of Assessment to which we are considering making a submission. The UoA Convenors work in consultation with the relevant Head(s) of Department, Faculty Directors of Research and Faculty Deans/Deputy Deans and with each other as required.
42. An initial submission of staff research outputs to external assessors took place in spring 2012. Further submissions of staff research outputs will be undertaken as required; all staff have the opportunity to have their research outputs reviewed externally and may request this if they wish. The conclusions of the external reviewer(s) are provided for the guidance of UoA Convenors and other designated staff only; queries can be raised and additional reviews can be sought from different reviewers if deemed appropriate by the REF Strategy Group.
43. Through this process, all staff who are eligible for inclusion will be proposed, by the UoA Convenor, on a purely indicative basis in one of the following categories:
 - To be included in a REF submission, with the UoA identified.
 - To be considered for inclusion in the REF in another UoA, if appropriate on the grounds of fit with the research profile and strategy to be presented in that UoA submission to the REF.
 - Not to be included in any REF submission on the grounds of inadequate quality or volume of research outputs.
 - Not to be included in any REF submission on the grounds of insufficient fit within the UoAs we have identified for submission to the REF.
44. A record will be kept of the reasons for the proposed allocation of each individual member of staff to one of the above categories. Such records are of course sensitive and will be held securely. They are important to facilitate proper discussion of each case throughout the various stages of the selection-making process, and to enable the provision of detailed feedback to the individual concerned. We subscribe to the principle that where individual performance is discussed in the absence of that individual, all of the facts relating to the research outputs of the individual should be available. This clearly excludes information about an individual's personal circumstances.
45. The REF Strategy Group will review the situation of all staff. Following this the REF Manager will request Deans of Faculty to notify all eligible members of their staff of the decision that applies to them, in writing, no later than 15 July 2013. All staff will receive feedback on the external reviewer's rating of their outputs, and, where relevant, the reason for the decision not to submit them to REF 2014.
46. For staff who join Anglia Ruskin University during or after this process, the same procedure will be followed, but with decisions being made and communicated as soon as practical following the commencement of their employment.

Equality Impact Assessment

47. We will monitor the impact of our selection processes and procedures through Equality Impact Assessment (EIA). An initial Equality Impact Assessment on the Code demonstrated that it will have a positive impact on most equality target groups, and a neutral impact on the remainder. No negative impacts were identified. Further EIA activity will be informed by an analysis of data covering all staff eligible for submission to REF 2014 in respect of all of the protected characteristics, as defined by the Equality Act 2010, for which data is available.

48. We will review the EIA at key stages of the selection process, in order to enable us to make the necessary changes to that process to promote equality and prevent discrimination, prior to the REF submission deadline.
49. As a matter of good practice, in early 2014 we will publish our EIA, after our submission has been made. This will include the outcome of any changes made during the process to advance equality or avoid discrimination.

Appeals Against Decisions

50. Any member of staff is entitled to ask for the decision that has been made about them to be reconsidered. They may do so on the grounds that they do not believe that the decision-making criteria have been followed, and/or that any of the individual circumstances which are described above, and which apply to them, have not been taken properly into account. They may not appeal against the academic judgements arrived at through the selection process, except where they can present clear and compelling evidence additional to that already reviewed, and of such a nature to cause reasonable doubt that the outcome would have been different if this information had been available previously.
51. We aim to have an open and transparent decision-making process. It is therefore expected that in most cases concerns and complaints can be resolved informally, without invoking the formal appeals process. When a problem is identified, the intention is that it should be resolved quickly and to the satisfaction of both parties. Staff may however appeal formally without seeking an informal resolution to their concerns.
52. Appeals against decisions must be lodged with the Deputy Vice Chancellor (Advanced Systems) (who chairs our Equality and Diversity Group), in writing, not later than 12 noon on 2 September 2013. Appeals should state in full the grounds on which reconsideration of the decision is requested.
53. Initially the Deputy Vice Chancellor (Advanced Systems) will review the appeal to establish that there is a prima facie case. Should this be found to be so, an independent Appeals Panel will be constituted to fully consider the appeal. The Panel will be chaired by a Deputy Vice Chancellor, other than the Deputy Vice Chancellor (Research, Scholarship and Development), and will comprise in addition a Dean and a Professor or Reader from unrelated and ideally different faculties. None of the members shall have been involved in the original decision-making process.
54. The appellant has the right to be accompanied to the Panel hearing by a work colleague, friend, relative or trade union representative.
55. All appeals will be heard, and the decision of the Appeals Panel communicated to all concerned, before 1 October 2013. Colleagues are reminded that the Appeals Panel is only intended to determine whether the decision taken was fair. It is not expected nor competent to direct that an individual should be submitted to the REF, only that the individual's exclusion should be reconsidered. Decisions of the Appeals Panel are final and not subject to further appeal. This does not prevent staff who wish to make a complaint about the implementation of this Code of Practice doing so using our Staff Grievance Procedure.

Appendix A – Membership and Terms of Reference of REF Groups

REF Strategy Group

Membership :

Deputy Vice Chancellor (Research, Scholarship and Development) (chair)
Faculty Directors of Research or Deputy Deans with responsibility for research
Assistant Director (Research Support), (RDCS) (deputy chair)
REF Manager (RDCS)
Research Support Coordinator (RDCS) (officer)

Terms of Reference:

1. To advise the Vice Chancellor on the overall direction and coordination of the REF 2014 submission.
2. To advise the Vice Chancellor on the identification of Units of Assessment and the selection of staff for submission to REF 2014.
3. To ensure that our submissions adhere fully to the published REF guidance and regulations.
4. To agree a timetable or schedule of activities, leading to the submission date; and monitor progress of the preparations for submission.
5. To receive and review periodic updates of UoA draft submissions.
6. To communicate strategic decisions, recommendations, and advice as appropriate to Faculty Deans, UoA Convenors, and other relevant colleagues.
7. To commission external reviewers as appropriate.
8. To monitor the activities and progress of the REF Data Group and the REF UoA Convenors Group and to give guidance as appropriate.
9. To ensure consistency of treatment of 'complex' individual staff circumstances within Anglia Ruskin University, by acting as an institutional equivalent of the REF's Equality and Diversity Advisory Panel, making judgements on the appropriate reductions in volume of outputs required for submission.
10. To commission and consider equality impact assessments, and where necessary to recommend actions arising from their findings.

REF Data Group

Membership:

Assistant Director (Research Support) (RDCS) (chair)
REF Manager (RDCS) (deputy chair)
Management Accountant (Financial Services)
HR Systems and Information Manager (HR Services)
Senior Support Analyst (IT Services)
Research Degrees Manager (Academic Office)
Assistant Director and Head of Strategic Planning and Policy Unit (Academic Office)
Research Support Coordinator (RDCS) (officer)

Terms of Reference:

1. To liaise with and support UoA convenors, Faculty Directors of Research or Deputy Deans and administrative staff with responsibility for research, and staff from relevant Support Services in providing data required for REF submissions.
2. To work with UoA Convenors and staff from Support Services to ensure that data in relation to research active staff, overall staff complement, research outputs, research income and research students is correct and up-to-date, and provided when indicated by the REF Strategy Group.
3. To set up the REF data submission software to enable UoA Convenors and administrators to enter the data, and to control access restrictions and permissions settings.
4. To support UoA Convenors and administrators in inputting data to the REF web-based data submission software by ensuring that members have a good working knowledge and understanding of the software.
5. To provide reports on progress to the REF Strategy Group.

REF UoA Convenors Group

Membership:

UoA Convenors as listed in Table 1 below
Faculty Directors of Research or Deputy Deans with responsibility for research
Assistant Director (Research Support) (RDCS) (deputy chair)
REF Manager (RDCS) (chair)
Research Support Coordinator (officer)

Terms of Reference:

1. To develop a common approach to UoA submission, but respecting the specific criteria for particular Units of Assessment.
2. To comment on draft submissions and provide helpful advice for the consideration of Faculties and UoA Convenors.
3. To help resolve any issues presented by members, and to make recommendations for action to the REF Strategy Group, REF Data Group, and Faculties as appropriate.

Table 1: Unit of Assessment Convenors and Faculty Administrators as at 19 July 2012

UoA	UoA Convenor	Administrator
3 - Allied Health Professions	[REDACTED]	[REDACTED]
4 – Psychology	[REDACTED]	[REDACTED]
15 – General Engineering	[REDACTED]	[REDACTED]
16 – Built Environment	[REDACTED]	[REDACTED]
17 – Geography, Environmental Studies & Archaeology	[REDACTED]	[REDACTED]
19 – Business & Management Studies	[REDACTED]	[REDACTED]
20 – Law	[REDACTED]	[REDACTED]
22 – Social Work & Social Policy	[REDACTED]	[REDACTED]
23 – Sociology	[REDACTED]	[REDACTED]
25 – Education	[REDACTED]	[REDACTED]
26 – Sports & Exercise Science	[REDACTED]	[REDACTED]
29 – English Language and Literature	[REDACTED]	[REDACTED]
30 – History	[REDACTED]	[REDACTED]
34 – Art and Design	[REDACTED]	[REDACTED]
35 – Music, Drama, Dance & Performing Arts	[REDACTED]	[REDACTED]
36 – Communication, Cultural and Media Studies	[REDACTED]	[REDACTED]

Note

This list of UoAs, detailing Convenors and Administrators, is correct at the date specified. As our preparations progress, it is possible that some responsibilities will change, that new UoAs may be identified, or decisions are reached that submission in some areas is not viable. This list cannot be taken, therefore, to be a list of those UoAs to which we will submit in November 2013.

Table 2: Timetable to REF Submission

	HEFCE date	Anglia Ruskin date
Submission of Code of Practice to the REF team	31 July 2012	
Pilot REF data submission system available	September-December 2012	
REF Survey on Submission Intentions	October-December 2012	
Final REF data submissions system released	January 2013	
HESA data for 2008-9 to 2011-12 provided to HEIs	April 2013	
End of REF census period for impact case studies and research environment	31 July 2013	
Staff Census date	31 October 2013	
Internal deadline for submission		5 November 2013
Submission to REF	By 29 November 2013	
End of REF census period for research outputs and research underpinning impact case studies	31 December 2013	

19 July 2012