

Code of Practice on the Selection of Institute of Zoology staff for submission to REF2014

Overview

- 1 This document describes the policy and process by which the Institute of Zoology (IOZ) will select people for submission to the 2014 Research Excellence Framework (REF2014) as Category A research active staff. These fulfil the requirement by HEFCE that all HEIs who intend to make a submission to REF2014 submit their code of practice on the fair and transparent selection of staff for submission.
- 2 These codes have been developed by IOZ with the assistance of its University partner, UCL, are endorsed by the Director of IOZ, and will be applied by IOZ in selecting staff for submission to REF2014. They have been developed with the recognition that IOZ must act fairly to all staff, with reference to UK law and with reference to the relevant guidance provided by HEFCE in the publications *REF 2014: Assessment framework and guidance on submissions*, (http://www.hefce.ac.uk/research/ref/pubs/2011/02_11/) and Panel Criteria and Working Methods (http://www.hefce.ac.uk/research/ref/pubs/2012/01_12/). The context provided by these regulations is set out in Appendix 1.
- 3 IOZ's REF2014 submissions will be overseen by the IOZ REF Committee. The starting assumption of the Committee is that all IOZ staff eligible to be selected for submission to REF2014 are high quality, research active scientists, and have the quality and quantity of research outputs to allow them to be submitted for assessment.
- 4 Prior to selection taking place, all eligible staff will be invited to submit draft submissions to the IOZ REF Committee for assessment against the criteria of the relevant REF Main Panel and Unit of Assessment sub-panel. At this time, staff will also be allowed to disclose, in confidence, information on circumstances that may have affected their ability to carry out research during the REF2014 assessment period. The Committee will decide whether or not to reduce the number of nominated outputs for each staff member on the basis of this information.
- 5 All members of staff will have the opportunity to appeal against the decision of the IOZ REF Committee. Any such appeals will be heard by the IOZ Appeals Panel.

Principles and criteria of IOZ staff selection for REF2014

- 6 The IOZ REF Committee will be chaired by the Director of IOZ Prof. Tim Blackburn, and will additionally comprise IOZ's Senior Administrator Christina Herterich, IOZ's Database Administrator Amrit Dehal, and IOZ Senior Research Fellows Dr Jinliang Wang and Dr Guy Cowlshaw. This Committee will assess all IOZ staff in terms of the criteria for selection for submission to REF2014, and will decide which of those staff will be submitted.
- 7 The Zoological Society of London (ZSL, the legal entity of which IOZ is part) has an Equality Employment Policy (Appendix 2), which for a number of years now has set out its commitment to equality of opportunity. In line with this policy, the process for selecting staff for submission to REF2014 will not discriminate against staff on the

grounds of age, disability, gender identity, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy or having recently given birth. The process will also not discriminate against part-time or fixed-term staff, relative to full-time staff or staff on open contracts.

- 8 The primary criterion for eligible IOZ staff members to be selected for submission to the REF is that they are an author on four research outputs of international standard published during the REF 2014 assessment period, where “research” is defined as “a process of investigation leading to new insights, effectively shared”, and qualifying outputs are as defined by the relevant REF Unit of Assessment Panel. Whether or not research outputs are of international standard will ultimately be decided by the IOZ REF Committee. However, the Committee may seek advice on the quality of the research activity from other members of staff within and external to IOZ, where such advisors can offer an informed and impartial view on the staff member in question.
- 9 We believe that, as a world-class scientific research organisation, all IOZ staff should fulfil the criteria to be selected for submission to the REF. However, we also recognise that individual circumstances vary, and that these circumstances may in some cases have affected a researcher’s activity during the REF 2014 assessment period. The IOZ REF Committee will therefore allow staff members to disclose information on circumstances which would allow staff to be selected for submission to the REF with fewer than four research outputs of international standard, and will decide whether or not to reduce the number of nominated outputs for each staff member on the basis of this information. The IOZ REF Committee will treat any such information in confidence.
- 10 Individual circumstances that may have affected an individual researcher’s volume of research activity during the REF 2014 assessment period (1 January 2008 - 31 October 2013) that may be taken into account, as described in the REF *Assessment framework and guidance on submissions*, are as follows:

Clearly defined circumstances

- staff qualifying as early career researchers who first met the REF definition of early career researcher after 31 July 2009;
- absence from work due to part-time working or breaks in employment during the assessment period, eg career breaks and secondments, totalling more than twelve months in total in the assessment period;
- absence due to qualifying periods of maternity, paternity or adoption leave (see also below);

Complex circumstances

- disability;
- absence due to ill-health or injury;
- mental health conditions;
- other constraints relating to pregnancy, maternity, paternity, adoption or childcare that fall outside of – or justify the reduction of further outputs in addition to – allowances considered as ‘clearly defined circumstances’;
- other caring responsibilities;
- gender reassignment;
- any other personal circumstances relating to the protected characteristics listed at paragraph 190 of the guidance on submissions, or relating to activities protected by employment legislation.

- 11 We expect that any disclosure of individual circumstances by a member of staff will lead to the IOZ REF Committee recommending that the number of outputs to be

submitted to REF by that staff member be reduced by a specific number. We expect that most circumstances disclosed will be clearly defined and therefore follow a simple algorithm for reduction of outputs without penalty. In the event of more complex circumstances being presented, the IOZ REF Committee will follow guidance published by the Equalities Challenge Unit (<http://www.ecu.ac.uk/our-projects/REF>) when making its assessment of whether or not to reduce the number of outputs to be submitted. In any case, the IOZ REF Committee may decide to continue to submit the maximum number for the member of staff concerned, despite mitigating individual circumstances, if the member of staff still has four international standard eligible outputs in the assessment period.

- 12 A proforma will be supplied to all eligible IOZ staff by IOZ REF Committee, which will allow the staff to supply details of their research outputs for the REF2014 assessment period, their proposed four research outputs of international standard, and if necessary, details of individual circumstances that may have affected an individual researcher's volume of research activity, along with evidence of the circumstances claimed. A copy of this proforma is presented below as Appendix 3. These forms will be used by the IOZ REF Committee as the basis of assessment for selection of staff for submission to the REF, with details verified against IOZ and ZSL records where necessary.
- 13 The preliminary decision of the IOZ REF Committee about which members of staff to select for inclusion in the REF will be made by 1st March 2013. This decision will be communicated by the Committee to each staff member individually in the following fortnight. In any cases where staff are not recommended for selection to the REF, the reason(s) for the decision will be set out in writing to the staff concerned by the Chair of the Committee.
- 14 The final decision of the IOZ REF Committee about which members of staff to select for inclusion in the REF will be made in June 2013.

Appeals

- 15 Where a decision is made not to return an eligible researcher to REF2014, the researcher will have the right to appeal. The appeal may be on the grounds of discrimination (e.g. on the grounds of race, sex or disability or of a work pattern/absence that is felt not to have been taken fully into account) and/or that personal circumstances affecting the volume of her/his research activity have not been properly taken into account. The member of staff must give notice of the appeal in writing to the Chair of the IOZ REF Committee within three weeks of notification of the decision of that committee. The Chair will then pass on the appeal to the IOZ Appeals Panel.
- 16 The IOZ Appeals Panel will be Chaired by Ian Meyrick, the Director of HR at ZSL, and will additionally comprise the Deputy Director of IOZ Prof. Andrew Cunningham, and member of the ZSL Ethics Committee Dame Jane Roberts. This panel has been chosen to comprise people trained in Equalities and Diversity issues, with relevant expertise, and to reflect an appropriate gender balance. The members of the IOZ Appeals Panel will not otherwise be involved in individual staff circumstances or the staff selection process, although Prof. Cunningham's submission to REF2014 will itself be assessed by the IOZ REF Committee.
- 17 The role of the Appeals Panel is to ensure that the treatment of individual circumstances has been properly taken into account in reaching the decision not to

select, and to ensure that processes have been properly followed in reaching decisions.

- 18 Appeals will be limited to issues of potential bias – this could include the belief that there is prejudice against a particular field of research or methodology – and/or that individual circumstances have not been properly taken into account. Appeals on the grounds of academic judgment of selecting staff are not eligible although appeals based on process may be valid.
- 19 The Appeals Panel will convene no later than 30th April 2013 to consider any appeals received. The outcome of all appeals will be conveyed in writing to the relevant staff member and to the Chair of the IOZ REF Committee by the Chair of the Appeals Panel, in the week following the meeting. This will give time for further consultation and appeal by any excluded researcher, before the final decision on who to submit is made in June 2013.

Training

- 20 Diversity training is mandatory for Directors of ZSL, and has been undertaken by the Chairs of both the IOZ REF Committee and the IOZ Appeals Panel.
- 21 Additional training on diversity and equality in the context of the REF will be given to all members of staff on the IOZ REF Committee and the Appeals Panel no later than 31st January 2013, and by implication, to all staff involved in selection decisions with respect to IOZ's submission to REF2014. This training will be carried out by the Director of HR at ZSL, based on his own experience in diversity issues, and making use of the REF Equality and diversity training pack.

Equality Impact Assessments

- 22 We estimate that IOZ is likely to have 21 - 23 staff members eligible for submission for REF2014 at the end of the assessment period. All eligible candidates will be considered for submission, and our default position is that every eligible candidate will be submitted unless there are very strong reasons why they should not be. The criteria for submission for REF2014 are laid out in paragraph 8, and are based solely on the quality of research outputs of eligible staff.
- 23 If, following receipt of all relevant data on all eligible staff members, any candidates are considered to be of insufficient quality for submission, the IOZ REF Committee will at that point analyse the composition of proposed included versus excluded staff members. The aim of this analysis will be to assess whether there is any evidence that exclusion is biased against staff members with protected characteristics, or indeed against staff members with any identifiable characteristic.
- 24 In October 2012, the IOZ REF Committee carried out a preliminary assessment of the quality of staff research outputs, along with an assessment of the likely impact of this quality on discrimination against groups with protected characteristics. The conclusion of this preliminary assessment was that all eligible staff will be selected for submission for REF2014, without exception. Our preliminary Equality Impact Assessment is therefore that there will be no bias in selection in favour of, or against, any group on the basis of gender, race, disability, area of research interest, or indeed any other characteristic.
- 25 In the event that subsequent circumstances mean that it is not the case that all eligible staff are selected for submission for REF2014, then the process described in

paragraph 23 will be invoked. The IOZ Appeals Panel will subsequently independently review selection during the Appeals process in early July 2013, as a further safeguard to ensure that there has been no discrimination in selection against groups with protected characteristics.

- 26 A final Equality Impact Assessment will be carried out by the IOZ REF Committee prior to the date at which the REF2014 submission has to be made, and the submission amended if it is then concluded that any discrimination against groups identifiable by any reasonable characteristic has occurred.

Communication

- 27 Once approved by HEFCE, this Code of Practice and the proforma in Appendix 3 will be sent via email to all eligible IOZ staff, and via surface or airmail to any eligible staff member who happens to be absent from work at that time. The Institute of Zoology Code of Practice and proforma will be lodged on the ZSL server dedicated to IOZ policies, procedures and documents.
- 28 The principles of IOZ staff selection for submission or otherwise to REF2014 will also be communicated in two of the staff meetings held monthly and open to all IOZ staff and students.
- 29 The Chairs of both the IOZ REF Committee and the IOZ Appeals Panel will be available to discuss aspects of the REF process in person or over the telephone with any staff member seeking further clarification, or who was unable to attend either of the relevant staff meetings, or who cannot for any reason access the server, email or post in the relevant period.
- 30 The Institute of Zoology submission to the REF will be lodged on the ZSL server dedicated to IOZ policies, procedures and documents, where it will be freely available to all IOZ staff members from early 2014.

October 2012

Appendix 1. Regulatory context for REF submissions

- 31 The Equality Act 2010 (covering England, Scotland and Wales) places requirements on the UK higher education funding bodies as public sector organisations and on HEIs as public sector organisations and employers. Most of the Act, as it relates to public functions and employment, came into force in October 2010. The Public Sector Equality Duty (PSED) of the Act came into force in April 2011. Under the PSED, the HEFCs and HEIs in England, Scotland and Wales, in carrying out their functions, must have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 32 In order to demonstrate compliance with the PSED, HEFCE needs to consider and understand the impact of its policies on equality. HEFCE has considered the equality impact of the RAE in the development of the REF, and equality has consequently been embedded into all relevant elements of the REF. HEFCE will analyse the selection rates by staff characteristics at sector level to inform its future work.
- 33 As both employers and public bodies, HEIs need to ensure that their REF procedures do not discriminate unlawfully against individuals because of age, disability, gender identity, marriage and civil partnership, race, religion or belief, sex or sexual orientation or because they are pregnant or have recently given birth. HEIs also need to be mindful that under the fixed-term employee and part-time workers regulations, fixed-term employees and part-time workers have the right not to be treated by an employer any less favourably than the employer treats comparable employees on open contracts or full-time workers.
- 34 As public sector organisations, in order to show compliance with requirements of the public sector equality duty of the Equality Act 2010, HEIs need to consider and understand the effect of their REF selection policies on equality.
- 35 Against this background, HEFCEs REF team, in collaboration with the Equality Challenge Unit (ECU), have developed guidance to HEIs in drawing up a code of practice that frames the decision-making processes of HEIs on the selection of staff for submission to REF2014 in the context of the principle of equality of opportunity and the relevant legislation. This guidance is contained in part 4 of the REF Guidance and has informed the development of this Code of Practice.
- 36 IOZs Code of Practice has been drawn up in the context of the above, and taking full account of ZSL's Equality Employment Policy. This policy is appended here as Appendix 2.

Appendix 2. ZSL Equality Employment Policy

1. POLICY STATEMENT

1.1 The Zoological Society of London wishes to secure equality of opportunity in its activities as an employer. The adoption of this policy, which applies to all constituent parts of ZSL, is intended to ensure that all reasonable steps are taken to prevent direct or indirect discrimination against existing and prospective employees.

- 1.2 It is the responsibility of the Director General, the Directors and all employees to ensure that this policy is implemented throughout ZSL.
- 1.3 Discrimination, associative discrimination, perceptive discrimination, indirect discrimination or harassment, on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, will be viewed as a disciplinary offence. Serious cases may constitute gross misconduct and thus may result in summary (i.e. instant) dismissal.
- 1.4 ZSL will work with employees and with the recognised trades unions to monitor the effectiveness and working of the policy and to encourage appropriate practices and attitudes to achieve its objectives.
- 1.5 Personal information is given to ZSL in confidence and it will remain confidential. It will therefore only be made known to other employees (generally only line managers) where this is considered necessary to ensure the welfare of the member of staff concerned.

2. RECRUITMENT, PROMOTION AND REDUNDANCY

2.1 When employment decisions are made, the only personal characteristics taken into account are those which, as well as being consistent with relevant legislation, are necessary for the requirements and proper performance of the work involved.

- 2.2 The Equality Employment Policy will be sent to all newly appointed staff.
- 2.3 Interviewers will therefore refrain from asking questions relating to issues listed in paragraph 1.3 unless (as, for instance, in the case of disability or working abroad) the answer has a direct bearing on the ability or suitability to undertake the work. The precise wording of questions will not be the same for all candidates as their experience is likely to be different, but the same range of topics must be covered for all interviewees.
- 2.4 Redundancy: Selection criteria for redundancy will relate directly to the skills, experience and abilities needed for the remaining posts.

3. CRIMINAL CONVICTIONS

- 3.1 Recognising that discrimination on the grounds of criminal convictions is detrimental to both society and employees, ZSL will adhere to the *Rehabilitation of Offenders Act 1974* and will not act upon spent, unspent or new convictions unless they render the staff member unsuitable for their type of work.
- 3.2 Examples where it would be necessary to enquire into, and possibly act upon, offences are those which:

- could lead to infringement of the *Zoo Licensing Act 1981*;
- could jeopardise insurance cover for work involving trust, such as cash handling;
- involve children, where the jobholder has access to children as part of their work;
- other offences such as those leading to the loss of a driving licence where it would be illegal for the jobholder to undertake their duties;
- could destroy the necessary basis of trust for the staff member to carry out their work (e.g. fraud or other dishonesty).

4. PAY AND CONDITIONS

- 4.1 Pay and conditions will be commensurate with the job and will not be influenced by any of the grounds listed in 1.3.
- 4.2 Other benefits and privileges provided by ZSL (such as annual leave, compassionate leave, long services provisions) are covered by this policy.
- 4.3 Any ZSL operated occupational pension scheme make no distinction between members on access to the scheme or to the benefits provided, and this principle is maintained by ZSL when any changes to the Rules of the scheme are considered.

ZSL also contributes to other pension schemes for specific categories of staff. The regulations of these schemes are outside the control of ZSL, but the Society will endeavour to ensure that such schemes are in line with the principles of this policy.

- 4.4 Working within the overall requirement for efficient operation and the need for 7-day coverage within many areas, ZSL will attempt to accommodate particular cultural or religious needs, where this is reasonably practicable and does not have a detrimental effect on the smooth operation of the department concerned. An example would be changing a rostered duty or a day off for a religious festival.

5. TRAINING AND RE-TRAINING

- 5.1 Eligibility for training, re-training, promotion and other opportunities will be judged on business need and individual ability, and will not be influenced by the grounds listed in 1.3.
- 5.2 Where an employee has suffered a disability which prevents him or her from returning to their former duties, retraining to another job will be given where a suitable post is available. Medical advice as to the appropriateness or feasibility of such redeployment will be sought from the Society's medical adviser as necessary, together with trade union consultation where the employee is a member of a union recognised by ZSL.
- 5.3 All training will be in line with ZSL's equality objectives and designed to improve the individual's capabilities to the mutual benefit of both the employee and ZSL.

APPENDIX

Definitions

Protected Characteristics

The nine protected characteristics are listed in 1.3.

Direct Discrimination

Treating a person less favourably than the way in which a person not having that protected characteristic would be treated.

Associative Discrimination

Discrimination against a person because they have an association with someone with a particular protected characteristic.

Perceptive Discrimination

Discrimination against a person because the discriminator thinks the person possesses that characteristic, even if they do not in fact do so.

Indirect Discrimination

Occurs where a policy applies to everybody, but the policy has a disproportionate impact on people with a protected characteristic.

Harassment

Defined as: 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Under the Act:

- employees can complain of harassment even if they don't possess the protected characteristic or the harassment is not directed at them
- employers can be liable for harassment of their staff by non-employees (for example, customers).

In the case of third party harassment, an employer will only be liable if the harassment has occurred on at least two previous occasions, knows that it has taken place and has not taken reasonable steps to prevent it happening again.

April 1996

Updated October 2010

IOZ REF2014 Proforma

To: All members of staff eligible for return as Category A in REF 2014

Subject: REF 2014 - individual staff data and circumstances

IOZ is committed to ensuring that decisions about selecting staff for the Research Excellence Framework (REF) are made in a fair, transparent and consistent manner. Information on how eligible staff will be selected for submission to the REF can be found in our Code of Practice, which is available on the IOZ server.

The primary criterion for eligible IOZ staff members to be selected for submission to the REF is that they are an author on four research outputs of international standard, where “research” is defined as “a process of investigation leading to new insights, effectively shared”, and qualifying outputs are as defined by the REF Unit of Assessment Panel B, sub-panel 7. Whether or not research outputs are of international standard will ultimately be decided by the IOZ REF Committee.

We are now collecting data on potential outputs and individual circumstances from all staff eligible for submission to the REF, as defined by HEFCE in their publication *REF 2014: Assessment framework and guidance on submissions*. The data will be used to identify which outputs will be chosen for submission for each staff member. Some staff may be eligible for submission with fewer than four outputs, and the data collected will enable the IOZ REF Committee to judge where this is the case.

In determining whether eligible staff may be submitted to the REF with fewer than four research outputs, the IOZ REF Committee will take the following circumstances into consideration:

- Early career researcher (started career as an independent researcher on or after 1 August 2009)
- Part time employment
- Career break or secondment outside of the higher education sector in which the individual did not undertake academic research
- Maternity leave, statutory adoption leave, and additional paternity leave (taken by partners of new mothers or co-adopters)
- Disability (including conditions such as cancer and chronic fatigue)
- Ill health or injury
- Mental health conditions
- Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare **in addition to** periods of maternity, statutory adoption or additional paternity leave taken. This could include for example, pregnancy related illness and health and safety restrictions in laboratory and field work.
- Other caring responsibilities (including caring for an elderly or disabled relative)
- Gender reassignment

If your research output has been affected by other circumstances, *not including teaching and administration*, that are not listed above, please detail them on this form as they may be considered. Conversely, you may wish to identify circumstances that you think may have

affected your research output, even though you do not think that there should be any reduction in the number of outputs submitted to the REF under your name.

In determining the number of outputs staff are required to submit, the IOZ REF Committee will observe the definitions of individual staff circumstances provided in the published REF 'Panel criteria and working methods' (January 2012) available at www.ref.ac.uk under 'Publications'.

As you have been identified as being eligible for REF submission you are encouraged to complete and sign the attached form and return it under confidential cover to Amrit Dehal.

All forms must be received by the deadline of 18th January 2013. If forms are not received by this deadline, it will be assumed that you do not have any circumstances to disclose at this stage.

Information provided in the form should be as succinct as possible.

You should not provide any documentation with this form. If further information is required about any circumstances disclosed, you will be contacted at a later date.

If your circumstances change between this date and the end date for the REF assessment period (31st October 2013), please let Amrit know as soon as possible.

Who will see the information that I provide?

The information that you provide will be seen by members of the IOZ REF Committee only, or in exceptional circumstances by the IOZ Appeals Panel. All individuals handling individual staff circumstances will observe confidentiality and information will be stored securely.

Information provided on the form may be shared externally for the purposes of evidencing any reduction in the number of research outputs:

- For **circumstances with a clearly defined reduction in outputs**, information will be seen by the relevant REF sub-panel, the REF panel secretariat and the UK funding bodies' REF team. This will be information about early career researcher status, part-time working, career breaks or secondments, and periods of maternity, additional paternity or adoption leave taken.
- For **more complex circumstances**, information will be seen only by the UK higher education funding bodies' (HEFCs') REF Equality and Diversity Advisory Panel, the REF Main Panel Chairs and the UK funding bodies' REF team. This will be information to explain the impact on your research of circumstances such as disability, ill health, injury, mental health conditions, gender reassignment, caring responsibilities or constraints relating to pregnancy, maternity, breastfeeding, adoption and paternity (in addition to the period of leave taken). This information will **not** be seen by the REF sub-panel.

All REF panel members, chairs 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 identifiable individuals' circumstances will be published by the funding bodies REF Team. All data collected, stored and processed by the UK funding bodies REF Team will be handled in accordance with the Data Protection Act 1998.

The REF Assessment Framework and Guidance on Submissions www.hefce.ac.uk/research/ref/pubs/2011/02_11/ requires all higher education institutions participating in the REF to ensure appropriate confidentiality in handling individual staff circumstances

IOZ REF2014 Staff Statement

Name	
Email	
Telephone	

Please tick one of the following three options:

- (A) I have no individual circumstances that I wish to make known. (Please complete sections one and three)
- (B) I have individual circumstances that I wish to make known but I am not seeking a reduction in outputs. (Please complete all sections)
- (C) In completing this form I am seeking a reduction in research outputs. (Please complete all sections)

Section 1. Please list all qualifying scientific outputs (see above) made available to the scientific community in the period 1 January 2008 and 31 October 2013. Please identify your proposed four research outputs of international standard, and if possible a further four “reserve” outputs that you consider to be your second choice of four. Note that in the event that you ticked B or C above, the number of outputs submitted to the REF may be reduced below four, but we still require that you identify your proposed four research outputs of international standard here, if possible.

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Section 2. Please provide information required on relevant circumstance/s and continue onto a separate sheet of paper if necessary (maximum 500 words per circumstance):

Please tick this box if, at the time of disclosure, your circumstances are ongoing.

Circumstance	Information required
Early career researcher (started career as an independent researcher on or after 1 August 2009) * "independent researcher" would be, e.g. a first appointment to an academic post such as a lectureship or the point at which the researcher first became a Principal Investigator or commenced a personal fellowship.	Date on which you became an early career researcher
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	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months

Information	
Constraints relating to pregnancy, maternity, breastfeeding, paternity, adoption or childcare in addition to the period of maternity, adoption or additional paternity leave taken.	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months
Information	
Other caring responsibilities (including caring for an elderly or disabled relative)	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months
Information	
Gender reassignment	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months
Information	
Other exceptional and relevant reasons, not including teaching or administrative work	Impact on ability to fulfil contractual hours and other impacts on ability to undertake research. Duration in months
Information	

Section 3

I confirm that the information provided is a true and accurate description of my circumstances.

I recognise that the information provided will be used for REF purposes and will be seen by the IOZ REF Committee.

I realise that it may be necessary to share information with the UK funding bodies' REF team, who may make the information available to REF panel chairs, members and secretaries and/or the Equality and Diversity Advisory Panel. Where permission is not provided, IOZ will be limited in the action it can take.

Signature: _____ Date: _____
(Staff member)