

Research Excellence Framework 2014

CODE OF PRACTICE ON THE SELECTION OF STAFF

1. Introduction

It is a requirement of the Research Excellence Framework (REF) that each submitting institution develops policy and applies a Code of Practice on the fair and transparent selection of staff for inclusion within the REF. This Code of Practice has been developed following consultation with University staff, management and the recognised trade unions. A draft version of the Code of Practice was made available on the University web site, for one month and all staff were invited to offer feedback; the web page received 535 visits. Following approval by HEFCE, the Code of Practice will be made available for all staff.

While decisions on which members of staff are to be submitted are at the discretion of the University, those decisions must be both transparent and objective and comply with equalities legislation.

Equality legislation places legal responsibilities on the University both as an employer and as a public sector organisation. As an employer the University needs to ensure that its policies do not discriminate, either directly or indirectly against its employees on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These responsibilities apply to REF selection procedures and a summary of current equalities legislation is attached as Appendix 1.

2. Equality and Diversity at Northumbria

The arrangements for equality and diversity at Northumbria are as follows:

The **Equality and Diversity Committee**, chaired by the Vice-Chancellor is responsible for leading the development of equality and diversity related activities across the University, ensuring excellence through inclusion for all students and staff.

The **Equality and Diversity Action Group**, chaired by the Director of Human Resources and on which all areas of the University are represented, has responsibility for advising upon, developing, implementing and monitoring University activity in relation to equality and diversity issues.

The **Equality and Diversity Sub-group**, chaired by the Director of Human Resources, is a sub-group of the Joint Negotiating Committee (JNC) and is a forum for consulting and negotiating with recognised trade unions to contribute to and inform equality and diversity processes and issues within the University.

The above arrangements support the University's commitment to providing an inclusive environment in which diversity is valued and encouraged, where there is

equal access to opportunities and services and in which all prospective and existing staff and students are treated fairly, with equity, dignity and mutual respect.

3. Principles of Operation

The selection of staff for submission to the REF is governed by academic research excellence. To support this fundamental principle, the application of the University's Code of Practice will reflect the following principles:

Transparency: The Code will be both transparent and visible to all staff. The existence of the Code will be communicated throughout the University. It will be available on the University's web-site and be actively communicated to those staff who are absent from work. The Code is available in alternative formats, for example braille or large print, if requested.

Consistency: The Code of Practice will be implemented uniformly across all Schools and Faculties and will set out the principles to be applied to all stages of the processes. Selection will be on the basis of excellence in research.

Accountability: The responsibilities of those involved within REF 2014 have been clearly defined and are reflected in this Code of Practice. The operating criteria and terms of reference for individuals, committees, advisory groups and any other bodies concerned with the REF will be made readily available to all individuals and groups concerned.

Inclusivity: Core to the Code of Practice is the promotion of an inclusive environment where all eligible staff who have produced excellent research can be submitted to the REF. The University maintains a web page which provides information about REF and includes a link to the HEFCE FAQs on REF. The University will therefore:

- Communicate the Code of Practice and all relevant information to all those involved in the selection process and all those eligible for submission. This will include direct contact with those staff absent from the University, for example on extended leave or secondment.
- Take account of individuals' personal circumstances in accordance with the guidance set out in the Circular REF 02.2011 Assessment Framework and Guidance on Submissions.
- Ensure that selection for REF submissions does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, as well as fixed-term and part-time status.
- Detail an appeal process that can be used by all members of eligible staff in order to seek further consideration for submission.
- Highlight the Equality Impact Assessment process that will be undertaken in order to assess any adverse impact on the inclusion and exclusion rates of all eligible staff by factors including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or

belief, sex ,sexual orientation and employment status (full-time, part-time and fixed-term).

4. Institutional Arrangements

Senior Management

Overall responsibility for the REF submission lies with the Vice-Chancellor's Executive Group (VCEG) and is being co-ordinated on their behalf by Professor Peter Golding, Pro Vice-Chancellor (Research and Innovation). Professor Golding has considerable experience of both RAE and REF having chaired panel 67 for RAE2008 and being a member of Panel D (as chair of the D36 sub-panel) for REF2014. Moreover, Professor Golding has been a member of the HEFCE REF Advisory Group and has undertaken training which will support him in his roles as a sub-panel chair and within the University.

Vice-Chancellor's Executive Group

Membership of the Vice-Chancellor's Executive Group (VCEG) comprises:

Professor Andrew Wathey, Vice-Chancellor & Chief Executive, Chair
Professor Ian Postlethwaite, Deputy Vice-Chancellor (Strategic Planning)
Professor Paul Croney, Pro Vice-Chancellor (Learning and Teaching)
Professor Peter Golding, Pro Vice-Chancellor (Research and Innovation)
Lucy Winskell, Pro Vice-Chancellor (Region, Engagement and Partnerships)
Chris Reilly, Finance Director
Philip Booth, University Secretary
Jane Embley, Director of Human Resources
Dan Monnery, Head of Policy

VCEG Terms of Reference:

As Vice-Chancellor and Chief Executive, Professor Wathey is the principal academic and administrative officer of the University and has an overarching responsibility for maintaining and promoting efficiency, academic excellence and financial robustness within the institution. He is supported in doing so by the Vice-Chancellor's Executive Group. The Vice-Chancellor's Executive Group (VCEG) meets weekly during term-time and advises the Vice-Chancellor on matters relating to the management of the University.

The Pro Vice-Chancellor (Research and Innovation) has overall responsibility for the preparation of the University's REF2014 submission. He is supported in this by the REF Advisory Group.

REF Advisory Group

The REF Advisory Group is chaired by the Pro Vice-Chancellor (Research and Innovation) and was constituted by him under the direction of the Vice-Chancellor's

Executive Group, with cognisance of the REF Panel Criteria and Methods and the Assessment Framework and Guidance on Submissions. The REF Advisory Group will report to VCEG, Academic Board, and to the University Research and Innovation Committee. Membership of the REF Advisory Group comprises:

Professor Peter Golding, Pro Vice-Chancellor (Research and Innovation), Chair
Professor Ian Postlethwaite, Deputy Vice-Chancellor (Strategic Planning)
Professor Pam Briggs, Dean, Life Sciences
Professor Gilbert Cockton, Associate Dean (Research), Design
Professor Glen McHale, Dean, Computing, Engineering and Information Sciences
Professor Keith Shaw, Professor of Politics, Research Lead Social Policy & Politics, School of Arts and Social Sciences
Stephanie Bales, Director, Research and Business Services
Liz-Anne Broderick, Acting Assistant Director (Research), Research and Business Services

The REF Advisory Group provides advice to the Pro Vice-Chancellor (Research and Innovation) and through him to VCEG and Academic Board. The Group's remit is:

- To advise on REF processes within the University
- To review progress in relation to REF submissions
- To make recommendations on the submission of UoAs, the selection of staff and outputs and the UoA they will be attached to
- To draw on evidence and their professional judgement to make recommendations about the quality profile of the research activity described in proposed submissions
- To ensure that all staff undertaking high quality research in relevant UoAs are considered fairly and equally
- To maintain oversight of University preparations for the REF
- To make progress reports to the Vice-Chancellor's Executive Group and to Academic Board.

Appendix 2 details Academic Board membership and terms of reference (2011-12)

Equality training is part of the University's training and development programme and is a requirement for all staff. REF specific equality training will be provided for all members of the REF Advisory Group and all senior staff involved in selection; the training will relate the legislative obligations on the University, the responsibilities which members will discharge in relation to the REF submission, and will include the use of case studies. Training will commence in May 2012 and will be continuing to ensure that all relevant staff are trained, prior to their involvement in selection decisions.

REF Operational Support Team

The REF Operational Support Team oversees the administrative activity initiated by the REF Advisory Group and reports back to the REF Advisory Group. Membership of the REF Operational Support Team comprises key management and

administrative staff from a range of central support services, including: Research and Business Services, Human Resources and Finance and Planning.

REF Dry Run

The draft Code of Practice was used to inform the REF dry run, conducted during spring 2012. Research outputs and draft REF 5 Environment Statements were sent to external advisers for their opinions on: the overall quality of the outputs; the structure and content of the material in the REF 5 Environment Statements and any other general comments on the quality of the draft material. **Inclusion of research outputs in the dry run was not intended to confirm inclusion within the final REF submission.** The feedback received from external advisers will inform, but not determine, the REF submission.

School Responsibility for UoAs

Executive responsibility for REF2014 preparations at a School level lies with the Associate Dean for Research (ADR) on behalf of the Dean of the School leading the submission. ADRs are charged with auditing the research undertaken by Category A staff; identifying Category C staff; liaising with other ADRs across the University to identify staff that could be embraced within the UoA submission; verifying outputs; making recommendations for inclusion, keeping those recommendations under review and revising them at any stage in the process in order to optimise the submission; nominating external assessors; providing written commentary and checking data relating to research students and research income. The REF Advisory Group may also appoint UoA Leads to support ADRs in undertaking this role. UoA Leads and ADRs will provide advice and supporting evidence to the REF Advisory Group, on the staff to be considered for submission for their respective UoAs.

5. Eligible Staff

The REF Advisory Group will determine which individuals to select for submission, in accordance with this Code of Practice. Staff selected for submission must satisfy the definition of category A or category C staff.

Category A staff are defined as academic staff with a contract of employment of 0.2 FTE or greater and on the University payroll on the census date (31 October 2013), and whose primary employment function is to undertake either 'research only' or 'teaching and research'.

All staff who satisfy this definition, along with the following supplementary criteria, are eligible as Category A staff:

- Staff who hold University/NHS joint appointments are eligible to be returned as Category A. These staff are to be returned with an FTE less than 1.0, reflecting their contract of employment with the University.

- Pensioned staff who continue in salaried employment contracted to carry out research and meet the above definition are eligible to be returned as Category A staff.
- Academic staff who are on unpaid leave of absence or on secondment on the census date and are contracted to return to normal duties up to two years from the start of their period of absence or secondment are eligible to be returned as Category A, provided that any staff recruited specifically to cover their duties are not also listed as Category A.
- Academic staff who are employed by the University and based in a discrete department or unit outside the UK are eligible only if it can be demonstrated that the primary focus of their research activity on the census date is clearly and directly connected to the submitting unit based in the UK. Staff whose connection cannot be demonstrated to the satisfaction of the REF Advisory Group, as advised by the relevant panel, will be discounted from the assessment and removed from the REF database.
- Research Assistants are defined as academic staff whose primary employment function is "research only". They are employed to carry out another individual's research programme, rather than as independent researchers in their own right. They may be funded from research grants or by the University. Research Assistants may also be described as, for example, research associates or assistant researchers. Research Assistants are not eligible to be returned to the REF unless, exceptionally, they are named as principal investigators or equivalent, on a research grant or significant piece of research work, on the census date and satisfy the definition of Category A staff. Research Assistants must not be listed as Category A purely on the basis that they are named on one or more research outputs.
- Staff absent from the University but working on secondment as contracted
- Academic staff at another UK higher education institution on the census date, may be returned by either or both institutions. In such a case the individual and both institutions concerned should agree how the return is to be made.
- Other than individuals on secondment, an individual may only be returned as Category A by more than one HEI if they have a contract with and receive a salary from more than one HEI. In such cases:
 - The two HEIs must ensure that the total FTE value of the individual sums to no more than the lower of 1.0 or the individual's total contracted FTE duties. If any individual is returned in submissions with a contracted FTE that sums to more than 1.0, the REF team will rectify this through verification, and will apportion the FTE to each HEI pro-rata to the individual's contracted FTE at each HEI.

- The same research outputs may, but need not be, listed in each submission.
- No individual may be returned in more than one submission, except as described above. Where an individual holds a joint appointment across two or more submitting units within the same institution, the University must decide on one submission in which to return the individual.
- Staff whose salary is calculated on an hourly or daily basis are eligible only if they meet the definition of a Category A member of staff and on the census date have a contract of employment of at least 0.2 FTE per year over the length of their contract.
- Staff who hold more than one contract for different functions within the University are eligible if one of those contracts satisfies the definition of Category A member of staff. Such staff will be returned with an FTE that is no greater than that of the qualifying contract.

Category C Staff are defined as individuals employed by an organisation other than an HEI, whose contract or job role (as documented by their employer) includes the undertaking of research, and whose research is primarily focused in the submitting unit on the census date (31 October 2013).

Category C staff may be employed by the NHS, a Research Council unit, a charity or other organisation except for an HEI. Submitted outputs by Category C staff will inform the quality profiles awarded to submissions, but these staff will not contribute to the volume measure for funding purposes.

Fixed-term and part-time staff

The University is ensuring that all staff who work part-time and/or have fixed term contracts will be eligible for submission, in accordance with relevant guidance and legislation.

6. Consideration of individual staff circumstances

The REF Advisory Group will ensure that the University's REF submission is constructed in line with published guidance on consideration of individual staff circumstances that might have had an effect on an individual's contribution to a submission (REF2014 Panel criteria and working methods). http://www.hefce.ac.uk/research/ref/pubs/2012/01_12/.

Eligible staff may be returned with fewer than 4 outputs if one or more of the following clearly defined circumstances has significantly constrained their ability to work productively throughout the assessment period.

- Qualifying as an Early Career Researcher. These are individuals of any age who first entered the academic profession on employment terms that qualified

them for submission to REF2014 as Category A staff on or after 1 August 2009. Definition of this category of staff has been clarified by HEFCE via the REF website;

- Part-time working;
- Qualifying periods of maternity, paternity or adoption leave;
- Secondments or career breaks outside of the Higher Education sector and in which the individual did not undertake academic research

In addition the following more complex circumstances are to be considered:

- Disability
- Ill health or Injury
- Mental Health conditions
- Constraints related to pregnancy, maternity, paternity, adoption or childcare
- Other caring responsibilities (such as caring for an elderly or disabled family member)
- Gender reassignment.
- Other circumstances relating to the protected characteristics as defined by the Equality Act 2010

Other circumstances comparable with the examples above will be considered, as long as an explanation is provided as to the way in which they are said to have impacted on the individual's ability to produce the expected volume of research outputs. Complex circumstances require a judgement on the appropriate number of outputs that can be reduced without penalty.

7. Disclosure of individual staff circumstances

While disclosure of individual circumstances is a personal choice, the University will ask eligible staff, if they so wish, to disclose relevant individual circumstances which may impact on the individual's eligibility for or submissions to the REF. From August 2012 all potentially eligible staff will be asked to complete a Disclosure Form about their individual circumstances. Any information provided will be provided in confidence. Disclosure of individual circumstances can be made at any point up until 5 April 2013.

The Equality Challenge Unit, the Higher Education equality body, has provided guidance on disclosure which is reflected in this Code of Practice.

The Disclosure Form will be available at [Northumbria Research Excellence Framework 2014](#). Furthermore all staff on long term absence from the University will be provided with the Form for completion and all new staff to the University will be advised of the opportunities for Disclosure as part of their University Induction. All completed forms will be returned to Joanne Colvin, HR Manager Equality and Diversity.

Any circumstances disclosed to the University will be managed in line with the Principles of the Data Protection Act and will not be retained for more than 12 months (for audit purposes).

Where Clearly Defined Personal Circumstances have been disclosed which staff wish to be considered in relation to the REF 2014, these will be considered by the REF Advisory Group and decisions reported back to UoA Leads.

Where Complex Personal Circumstances have been disclosed which staff wish to be considered in relation to REF 2014, these will be considered by a Sub-panel of the REF Advisory Group, advised by a senior manager from Human Resources. The decisions made by the Sub-panel will be reported back to UoA Leads. The Sub-panel will comprise:

- Professor Peter Golding Pro Vice-Chancellor (Research and Innovation), Chair
- Professor Ian Postlethwaite , Deputy Vice-Chancellor (Strategic Planning)
- Professor Pam Briggs, Dean, Life Sciences
- Lesley Lee Deputy Director of Human Resources (Expert Adviser)

In determining the number of outputs staff are required to submit, the University 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'.

Confidentiality

In order to ensure the appropriate level of confidentiality and consistency across the University, the Disclosure process will be managed centrally by Human Resources.

Individuals handling individual staff circumstances will observe confidentiality and information will be stored securely.

Individual circumstances disclosed to the University will be taken into consideration by the REF Advisory Group when the contribution of an individual to a submission is assessed.

For complex circumstances assessment will be undertaken by a sub-panel of the REF Advisory Group, with additional expert advisers co-opted as appropriate.

Information provided on the form may be subject to external verification for the purposes of evidencing any reduction in the number of research outputs, in compliance with HEFCE requirements.

As outlined in the [REF2014 Assessment framework and guidance on submissions](#), information will be kept confidential to the REF team and the panel members (for clearly defined circumstances) and the REF Equality and Diversity Advisory Panel

and main panel chairs (for complex circumstances), who are all subject to confidentiality undertakings in respect of all information contained in submissions.

REF sub-panels will know that there are complex circumstances and will receive a decision about the appropriate number of outputs to reduce without penalty, but will not have access to further information about the circumstances. These arrangements will enable individuals to disclose the information in a confidential manner, and enable consistent treatment of complex circumstances across the exercise.

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.

8. Equality Impact Assessment

The principles of Equality and Diversity are embedded into this Code of Practice and have been considered throughout its development. Through Equality Analysis and Impact Assessment the University will ensure that its REF submission procedures are inclusive and do not discriminate unlawfully against individuals because of any of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). The University's commitment and approach to Equality Analysis and Impact Assessment is outlined at [Northumbria Equality Analysis and Impact Assessment](#). The process is not simply about identifying and removing any negative effects but is also an opportunity to advance equality of opportunity and to foster good relations between people.

The University will undertake a full Equality Impact Assessment of staff who are eligible for submission and indicate those who request consideration of individual staff circumstances, those who are submitted and those who are not. This will be provided for both the REF submission and the dry run. The Equality Impact Assessment of the REF Code of Practice will be an iterative and ongoing process continuing up to and after the submission deadline and will include anonymised data supplied from the Human Resources database and the disclosure of individual staff circumstances. The Equality Impact Assessment of the dry run will inform the REF Advisory Group's development of the final REF submission.

If any prima facie imbalance is found relative to the total potential pool, then the University will investigate, in order to account for or rectify it. The REF Advisory Group will review the findings of the Equality Impact Assessment and they will be reported to the University's Equality and Diversity Committee.

Anonymised Equality Impact Assessment outcomes from all stages of the process will be included in a final report and published on the University's REF web page.

9. Appeals

The University is committed to resolving any complaints as quickly as possible and will endeavour to resolve complaints informally as a preferred approach, if this proves satisfactory to all parties. Staff will be able to appeal against the decision regarding their inclusion in the REF Submission if they believe that they have been discriminated against, or if they consider that the Code of Practice has not been applied correctly. If the formal appeal process is followed it will be conducted within a timescale which would allow for amendments to be made to the University's REF Submission, if necessary.

In the first instance, staff should discuss the provisional decision not to include them within the REF Submission, with their UoA Lead and Associate Dean (Research). If informal discussions fail to resolve their concerns, they may submit a formal letter of appeal to the Director of Human Resources, citing discrimination or, improper application of the Code of Practice. Letters of Appeal should outline the reasons for the appeal and must be received by the Director of Human Resources by 21 June 2013.

Timescale

7 June 2013	Deadline by which staff will be individually notified whether their research will be included, or excluded, from the REF submission
7 June to 21 June 2013	Period for informal efforts to resolve concerns
21 June 2013	Deadline for receipt of <u>formal appeals</u>
12 July 2013	Latest day for Appeals Panels to be convened
19 July 2013	Latest day for papers to be sent to Appeals Panel members
9 August 2013	Latest day for Appeals Panels to meet
6 September 2013	All appeals to be concluded and appellants informed of decisions
6-25 October 2013	REF submission to be finalised (including any adjustments arising from the appeals process)
25 October 2013	University target date for completion of REF Submission
29 November 2013	HEFCE REF Submission deadline

REF Appeals Panel

Appeals against selection decisions made by the REF Advisory Group will be considered by the REF Appeals Panel. The REF Appeals Panel shall be convened by the Director of Human Resources who will take advice from members of the Senior Management Group on the appropriate composition of the Panel. Panel membership shall include at least one member of the Vice-Chancellor's Executive Group, who will chair the Panel. Membership will also include at least one Dean or Associate Dean (Research). Panel members must have had no previous involvement in the REF selection process pertaining to the appellant(s). REF Advisory Group members shall be ineligible for membership of the REF Appeals Panel.

Appeal Hearings

An appeal hearing should be convened within 10 working days of the receipt of an appeal.

All appeals shall be dealt with in good faith and in an impartial and fair manner. All parties (ie. appellants and representatives of the REF Advisory Group) shall have the right to a fair hearing and have the opportunity to articulate their views fully. The Panel shall have the right to question appellant(s) and representatives from the REF Advisory Group.

Appellants will have the right to be accompanied by their trade union representative or a work colleague. If an appellant is disabled, the Director of Human Resources shall consider a request for them to be accompanied as necessary, as a reasonable adjustment. That individual would be in addition to the appellant's trade union representative or work colleague.

Appellant(s) and representatives of the REF Advisory Group shall be required to withdraw while the Panel considers their cases and reaches a judgement either to uphold the appeal or, to confirm the original decision of the REF Advisory Group. Appellants and the REF Advisory Group shall be notified in writing on the outcome of appeals, within 5 working days of the appeal hearing.

The decision of the REF Appeals Panel will be final.

Summary of equality legislation. Extracted from REF2014 Assessment framework and guidance on submissions http://www.hefce.ac.uk/research/ref/pubs/2011/02_11/

<p>Age</p>	<p>All employees within the higher education sector are protected from unlawful age discrimination in employment under the Equality Act 2010. Individuals are also protected if they are perceived to be or if they are associated with a person of a particular age group. Age discrimination can occur when people of a particular age group are treated less favourably than people in other age groups. An age group could be for example, people of the same age, the under 30s or people aged 45-50. A person can belong to a number of different age groups.</p> <p>Age discrimination will not be unlawful if it is a proportionate means of achieving a legitimate aim. However, in the context of the REF, the view of the funding bodies is that if a researcher produces excellent research an HEI will not be able to justify not submitting them because of the their age group.</p> <p>It is important to note that early career researchers are likely to come from a range of age groups. The definition of early career researcher used in the REF (see paragraph 85) is not limited to young people.</p>
<p>Disability</p>	<p>The Equality Act 2010 prevents unlawful discrimination relating to disability. Individuals are also protected if they are perceived to have a disability or if they are associated with a person who is disabled, for example, if they are responsible for caring for a disabled family member.</p> <p>A person is considered to be disabled if they have or have had a physical and/or mental impairment which has ‘a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities’. Long-term impairments include those that last or are likely to last for at least 12 months.</p> <p>Cancer, HIV, multiple sclerosis and progressive/degenerative conditions are disabilities too, even if they do not currently have an adverse effect on the carrying out of day-to-day activities. While there is no definitive list of what is considered a disability, it covers a wide range of impairments including:</p> <ul style="list-style-type: none"> • sensory impairments • impairments with fluctuating or recurring effects such as rheumatoid arthritis, depression and epilepsy • progressive impairments, such as motor neurone disease, muscular dystrophy, HIV and cancer • organ-specific impairments, including respiratory conditions

	<p>and cardiovascular diseases</p> <ul style="list-style-type: none"> • developmental impairments, such as autistic spectrum disorders and dyslexia • mental health conditions such as depression and eating disorders • impairments caused by injury to the body or brain. <p>It is important to note that people who have had a past disability are also protected from discrimination, victimisation and harassment because of disability.</p> <p>Equality law requires HEIs to anticipate the needs of disabled people and make reasonable adjustments for them. Failure to make a reasonable adjustment constitutes discrimination. If a disabled researcher's impairment has affected the quantity of their research outputs, they may be submitted with a reduced number of outputs.</p>
Gender reassignment	<p>The Equality Act 2010 protects from discrimination trans people who have proposed, started or completed a process to change their sex. Staff in HE do not have to be under medical supervision to be afforded protection because of gender reassignment and staff are protected if they are perceived to be undergoing or have undergone gender reassignment. They are also protected if they are associated with someone who has proposed, is undergoing or has undergone gender reassignment.</p> <p>Trans people who undergo gender reassignment will need to take time off for appointments and in some cases, for medical assistance. The transition process is lengthy, often taking several years and it is likely to be a difficult period for the trans person as they seek recognition of their new gender from their family, friends, employer and society as a whole.</p> <p>The Gender Recognition Act 2004 gave enhanced privacy rights to trans people who undergo gender reassignment. A person acting in an official capacity who acquires information about a person's status as a transsexual may commit a criminal offence if they pass the information to a third party without consent.</p> <p>Consequently, staff within HEIs with responsibility for REF submissions must ensure that the information they receive about gender reassignment is treated with particular care.</p> <p>Staff whose ability to work productively throughout the REF assessment period has been constrained due to gender reassignment may be submitted with a reduced number of research outputs. Information about the member of staff will be kept confidential.</p>

<p>Marriage and civil partnership</p>	<p>Under the Equality Act 2010 individuals are protected from unlawful discrimination on the grounds of marriage and civil partnership status. The protection from discrimination is to ensure that people who are married or in a civil partnership receive the same benefits and treatment in employment. The protection from discrimination does not apply to single people.</p> <p>In relation to the REF HEIs must ensure that their processes for selecting staff do not inadvertently discriminate against staff who are married or in civil partnerships.</p>
<p>Pregnancy and maternity</p>	<p>Under the Equality Act 2010 women are protected from unlawful discrimination related to pregnancy and maternity.</p> <p>Consequently researchers who have taken time out of work or whose ability to work productively throughout the assessment period because of pregnancy and/or maternity, may be submitted with a reduced number of research outputs</p> <p>In addition, HEIs should ensure that female researchers who are pregnant or on maternity leave are kept informed about and included in their submissions process.</p> <p>For the purposes of this summary it is important to note that primary adopters have similar entitlements to women on maternity leave.</p>
<p>Race</p>	<p>The Equality Act 2010 protects HEI staff from unlawful discrimination connected to race. The definition of race includes colour, ethnic or national origins or nationality. Individuals are also protected if they are perceived to be or are associated with a person of a particular race.</p> <p>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).</p>
<p>Religion and belief including non-belief</p>	<p>The Equality Act 2010 protects HEI staff from unlawful discrimination to do with religion or belief. Individuals are also protected if they are perceived to be or are associated with a person of a particular religion or belief.</p> <p>HEIs should be aware of not making any judgements about the selection of staff for REF submissions based on their actual or perceived religion or belief, including non-belief. 'Belief' includes any structured philosophical belief with clear values that has an effect on how its adherents conduct their lives.</p>

<p>Sex (including breastfeeding and additional paternity and adoption leave)</p>	<p>The Equality Act 2010 protects HEI staff from unlawful discrimination to do with sex. Employees are also protected because of their perceived sex or because of their association with someone of a particular sex.</p> <p>The sex discrimination provisions of the Equality Act explicitly protect women from less favourable treatment because they are breastfeeding. Consequently the impact of breastfeeding on a women's ability to work productively will be taken into account.</p> <p>From 3 April 2011, partners of new mothers and secondary adopters will be entitled to up to 26 weeks of additional paternity and adoption leave. People who take additional paternity or adoption leave will have similar entitlements to women on maternity leave and barriers that exist to taking the leave, or as a result of having taken it, could constitute unlawful sex discrimination. Consequently researchers who have taken additional paternity and adoption leave may be submitted with a reduced number of outputs</p> <p>HEIs need to be wary of selecting researchers by any criterion that it would be easier for men to comply with than women, or vice versa. There are many cases where a requirement to work full-time (or less favourable treatment of people working part-time or flexibly) has been held to discriminate unlawfully against women.</p>
<p>Sexual orientation</p>	<p>The Equality Act 2010 protects HEI staff from unlawful discrimination to do with sexual orientation. Individuals are also protected if they are perceived to be or are associated with someone who is of a particular sexual orientation.</p> <p>HEIs should be aware of not making any judgements about the selection of staff for REF submissions based on their actual or perceived sexual orientation.</p>

Frequency of Meetings:	Minimum of four per annum
Secretary:	Professor Jane Core, Director, Academic Services
Clerk:	A Lambert
Quorum:	50% + 1

Terms of Reference

Provides advice to the Vice-Chancellor on the strategic direction of the University's academic activity and in that context formulates academic policy; oversees the quality of the academic activity; authorises awards of the University; and the frameworks of the academic programme. (Operational aspects of the latter two functions may be delegated.)

Composition

<u>Category</u>	<u>Tenure</u>	<u>Member</u>	
<i>Chairman (1)</i>			
Vice-Chancellor	Ex Officio	Professor Andrew Wathey	(1)
<i>Deputy Vice-Chancellors/Pro Vice-Chancellors/Deans/University Librarian (13)</i>			
Deputy Vice-Chancellor (Strategic Planning)	Ex-Officio	Professor Ian Postlethwaite	
Pro Vice-Chancellor (Learning & Teaching)	Ex-Officio	Professor Paul Croney	
Pro Vice-Chancellor (Research and Innovation)	Ex-Officio	Professor Peter Golding	
Pro Vice-Chancellor (Region and Engagement)	Ex-Officio	Lucy Winskell	
Dean, School of Life Sciences	Ex-Officio	Professor Pam Briggs	
Dean, School of Arts and Social Sciences	Ex Officio	Professor Lynn Dobbs	

Dean, School of Built & Natural Environment	Ex Officio	Steve Hodgson	
Dean, School of Design	Ex Officio	Professor Steven Kyffin	
Dean, School of Computing, Engineering and Information Sciences	Ex Officio	Professor Glen McHale	
Dean, School of Health, Community & Education Studies	Ex Officio	Professor Kath McCourt	
Dean, School of Law	Ex-Officio	Kevin Kerrigan	
Dean, Newcastle Business School	Ex Officio	Professor Sharon Mavin	
University Librarian or nominee	Ex-Officio	Dilys Young	(13)

Academic Staff Representatives

Expires

School of Arts & Social Sciences	3 Years	David Gleeson	July 2014
School of Life Sciences	3 Years	Professor Iain Sutcliffe	July 2012
School of Built and Natural Environment	3 Years	Simon Robson	July 2012
<i>School of Design</i>	<i>3 Years</i>	Dr Erik Bohemia	July 2012
School of Computing, Engineering & Information Sciences	3 Years	Linda Spencer	July 2014
School of Health, Community and Education Studies	3 Years	Michael McGovern	July 2014
School of Law	3 Years	Susan Wolf	July 2014
Newcastle Business School	3 Years	Prof Teresa Waring	July 2014 (8)

Service and Support Staff Representatives

Heads of University Services	3 Years	Jed Woodhouse	July 2014
Technician/Technical Staff (1)	3 Years	Dave Wealleans	July 2014
Central Admin/Clerical Staff (1)*	3 Years	Gillian Cooke	July 2013
School Admin/Clerical (1)*	1 Year	Mark Harland (maternity cover)	July 2012 (4)

Students

President, Students' Union	Ex Officio	Jo Rhodes	July 2012
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Elected Students (2)	1 Year	Holly Seabrook	July 2012	
		Katie Bradshaw	July 2012	(3)
Co-opted Members (3)	Up to 3 Years			(0)
		Total membership as per constitution		<u>40</u>
		Actual membership		<u>29</u>
		Quorum (50% +1)		<u>16</u>