



University of West London

Research Excellence Framework 2014

Code of Practice on the Selection of Staff

University of West London
Institute for Practice and Interdisciplinary Research

July 2012 revised (paragraphs 17-23) November 2012

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University of West London

REF 2014 Code of Practice

Introduction

1. The University of West London (UWL) has developed this **Code of Practice** for the selection of staff which operates within the context of all relevant equality legislation, the University's equality and diversity policy (see http://www.uwl.ac.uk/the_university/how_the_university_works/policies/equality_and_diversity.jsp) and to ensure that principles of equality and diversity underpin the development and operation of processes and procedures associated with the Research Excellence Framework (REF).

(a) It is the policy of the University of West London (UWL) to contribute to equality and social justice by ensuring that all members of staff shall receive equality of opportunity irrespective of sex, gender (including gender reassignment), sexual orientation, sexuality, race, colour, creed, religion, political beliefs, ethnic or national origin, age, marital status, disability;

(b) The University will have regard to ensure that staff have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions, so long as such freedom does not unduly infringe on the legitimate rights and interests of others.

2. The purpose of this **Code of Practice** is to support the University's commitment to submit to the REF 2014 all eligible staff who are conducting excellent research, including those whose ability to produce four outputs or work productively throughout the assessment period has been constrained for reasons covered by equality legislation (see annex one) and identified via the Individual Staff Circumstances Disclosure process (see annex two). In making recommendations and decisions on which staff to submit, research 'excellence' will be interpreted according to the definitions and criteria set out by the Funding Councils and by the relevant REF panels and sub-panels, and taking into account the University's strategy for its submission to any particular Unit of Assessment or to the REF as a whole. Research excellence in this context may take into account both published outputs and other contributions made by staff in the form of research impact, research income, student supervision and other relevant performance measures. In considering published outputs, the process will take account of the REF rules and guidance on jointly-authored work in assessing individual contributions.

3. The following principles underpin this **Code of Practice** and are in line with REF Guidance to clearly demonstrate and administer a process fair to all staff:
 - a. **Transparency:** All processes for the selection of UWL staff for inclusion in REF submissions will be transparent.
 - b. **Consistency:** The policy in respect of staff selection will be consistent across the institution and implemented uniformly.
 - c. **Accountability:** Responsibilities for decisions are clearly defined, and individuals and bodies that are involved in selecting staff for REF submissions are identified by name or role.
 - d. **Inclusivity:** The code promotes an inclusive environment.
4. This Code is congruent with the guidance from the REF Equalities and Diversity Advisory Group (EDAG) and the University's Human Resource Department. The Code is designed to supplement other University policies and procedures concerned with achieving greater integration into the University community of groups (such as disabled or part-time members of staff) who otherwise may face special difficulties in participating in research and the REF, as well as all relevant Data Protection legislation (see http://www.uwl.ac.uk/the_university/University_policies.jsp).
5. Further detailed information and principles guiding our approach to the University's REF submission can be found in the REF 'Assessment Framework and Guidance on Submissions' July 2011 (REF 02.2011) and 'Panel Criteria and Working Methods' January 2012 (REF 01.2012) found at <http://www.ref.ac.uk/subguide/>

Operating the Code of Practice

The Process for Selection & Submission

Managing the Process

6. The Pro-Vice Chancellor (Research & Enterprise) will on behalf of the Vice Chancellor (VC), assume overall responsibility for the direction and development of the University's submission. The relevant Heads of School (or their designated representative) will be responsible for overseeing the development of the submission for any REF Unit of Assessment (UoA) relevant to their School
7. The Pro-Vice Chancellor (Research & Enterprise) will establish a University REF Task Group with each School selecting a senior researcher as a representative to support the development of each proposed UoA. One or more School representatives will be appointed as lead(s) for each proposed UoA (REF Task Group UoA sub groups). The justification and rationale for those members of staff taking a lead role in the internal selection processes will be carefully documented. In addition, they will have undertaken Equal Opportunities (EO) training. (See annex three for terms of reference and membership of REF Task Group and sub-panels).
8. The REF admin team in INSPIRE will be responsible for managing the development of the total University submission on behalf of the REF Task Group and this will include the pro-active management of processes and procedures for the final selection of staff.

Operating equality process in the first stage of the selection of UoA and associated staff

9. All academic staff on a "research" or "research & teaching" contract as identified by Human Resources will be invited (see annex four) by the REF administration team in INSPIRE and encouraged by School REF Task Group representatives to submit their research outputs for consideration. The REF admin team in INSPIRE will work with Task Group School representatives to ensure that each member of staff returning a completed inventory of outputs is able to meet with the lead for the relevant UoA to discuss potential inclusion. Requests for submission of research outputs will be repeated every six months until six months prior to the REF 2014 submission date in November 2013.
10. To ensure that the REF process is fair, the University is collecting data on individual circumstances from all staff eligible for submission. The data will be used to identify which staff are eligible for submission with fewer than four outputs. As a consequence when staff are invited to submit research outputs for consideration, they will also be asked to complete an Individual Circumstances Disclosure form (see annex two).

11. The University REF Task Group supported by the REF admin team will work to produce a preliminary draft submission for each potential UoA, which will be presented to the University Research, Scholarship and Enterprise Committee (URSEC) for review against quality and equality and diversity criteria.
12. Following initial comment by URSEC, a comprehensive report on each UoA will be prepared by the REF admin team and reviewed by the University's External Advisor(s) with a remit to report back to URSEC with recommendations for progression or non-progression to next development stage for each proposed UoA. Following the decisions of URSEC, the University REF Task Group will be notified of those UoA approved for further development and UoA leads will have the right to appeal the decision through the Pro-Vice Chancellor (Research and Enterprise).

Operating equality process in the second stage of selection of UoA and associated staff

13. Following URSEC approval, the REF admin team will develop a draft submission for each UoA, using the REF online submission format. This will allow early identification of any gaps in the submission which can be addressed by the UoA lead(s).
14. All draft submissions will be reviewed by the REF Task Group and specialist external advisors for each draft UoA, resulting in a recommendation to the URSEC as whether to either continue or terminate progression.
15. Based upon (13), URSEC will authorise the development of the University submission. Regular updates will be prepared and submitted by the REF admin team to University REF Task Group.
16. The final draft of the University REF submission will be presented in October 2013 to the URSEC for their endorsement.

Right to Appeal

17. All staff have the right of appeal if they have been advised at any stage of the process that they are not eligible for inclusion by the University in REF 2014. Staff are advised to seek advice from the REF support team in INSPIRE on all aspects of the REF submission process and criteria before embarking upon the appeals process.
18. All staff who have indicated a desire to contribute to REF 2014 through completion of an Individual Staff Circumstance Disclosure Form &/or submission of outputs for review will receive feedback confirming inclusion or otherwise from the coordinator of the relevant UoA by 31st December 2012. Staff who join the University after this date will be invited to indicate if they wish to be included in

REF 2014 at the time of commencing employment and will receive feedback on inclusion within 28 days of submitting an Individual Staff Circumstance Disclosure Form &/or outputs for review. The last date for submission of information relevant for inclusion will be 31st July 2013

19. If a member of staff disagrees on any grounds with the decision to exclude their individual submission, they are strongly advised in the first instance to discuss the outcome with the relevant UoA coordinator. The expectation would be to resolve the majority of cases at this stage.
20. If it is not possible to resolve a complaint as detailed in paragraph 19, staff should submit a formal appeal to the Deputy Vice-Chancellor (Academic). The appeal should be in writing and detail the reasons for the appeal and refer to the outcomes of the informal stage described in paragraph 19.
21. The Deputy Vice-Chancellor (Academic) will convene and chair a **REF Appeal Panel** within in TEN (10) working days comprising of at least a Head of School (or equivalent) from an unrelated area and the Director of Human Resources (or appropriate designate).
 - a. The REF Appeal Panel will normally consider an appeal against the following criteria:
 - i. Procedural irregularities
 - ii. Potential breaches of equality and diversity regulation
 - iii. Academic fit eg submission to an alternative UoA has not been considered.
 - b. The panel may call upon technical expertise (if required) however this should not be a member of the REF UoA sub-committee to which the submission was initially made.
 - c. Prior to the panel convening the Chair will request a statement in writing from the UoA sub-committee coordinator detailing the reasons for rejection of submission.
 - d. In all cases the appellant has the right to appear before the REF Appeal Panel and to be accompanied by a trade union representative or a colleague in the University
 - e. All individuals involved in the appeals process will receive Equality and Diversity training relevant to the REF submission process.
 - f. The outcome of the appeal with a recommendation to (i) either support the case of the appellant or (ii) uphold the decision of the UoA sub-committee will be delivered in writing to both the appellant and the UoA sub-committee coordinator within FIVE (5) working days of the panel having met.
22. To ensure an appeal is resolved prior to the REF 2014 submission date, written notification of intent to appeal must be received by the Deputy Vice-Chancellor (Academic) by 1st October 2013. All staff who have indicated a desire to be included in REF 2014 will receive an email notifying them of this date no less than one month prior.

23. If a member of staff believes the REF appeal process itself has not been undertaken in accordance with the processes outlined in paragraphs 17 – 22 inclusive they have the right to pursue the matter through the University grievance procedure (see http://www.uwl.ac.uk/the_university/University_policies.jsp).

Guidelines for all members of staff involved in the internal selection process

24. The **Code of Practice** will be discussed with all members of staff involved in the internal selection process and the requirement for equality and fairness in the following domains reinforced:

- the transparent selection of staff who are responsible for deciding which work is to be submitted
- selecting staff for submission
- appointing an external advisor
- communicating the process to staff
- offering feedback on outcomes.

Each UoA will have a **statement of intent** giving information about how it will carry out its selection and submission process in compliance with this **Code of Practice**.

25. The University's Equality and Diversity Human Resources Representative, Mr Sean Ryan will provide training on equality and diversity to all staff responsible for selecting staff and managing the REF process (including appeals). The training will be tailored to the REF processes and will include case studies that are used to explore issues such as the implications of dealing with personal circumstances. The training will be based upon the guidance from the REF's Equalities and Diversity Advisory Panel.

Summary of equal opportunity (EO) principles guiding the University's submission

26. All of the processes concerned with selection of staff for inclusion in REF 2014 will be transparent.

27. Decisions on selecting staff for submission are not to be made by a single UoA lead but rather by the University REF Task Group.

28. Equal opportunity practice in respect of submissions will be consistent across the University.

29. Additional details will be published periodically in the University's 'REF Newsletter' and the University's in-house magazine "The Insider", to keep staff informed of how these EO principles are being applied in all of the detailed stages of developing the University submission.

30. All staff involved in developing the University's submission will have clearly defined roles and responsibilities and the operating criteria and terms of

reference for individuals, committees, advisory groups and any other body concerned with the REF will be made readily available to all individuals and groups concerned.

31. The **Code of Practice** will be distributed to all academic staff via email (including those on long-term sick leave, secondment or on extended absence from the University); posted on the University website and intranet, with hardcopies available in the INSPIRE office and library.
32. Further detailed information and principles guiding our equal opportunity approach to our REF submission can be found in the REF 'Assessment Framework and Guidance on Submissions' July 2011 (REF 02.2011) and 'Panel Criteria and Working Methods' January 2012 (REF 01.2012) found at <http://www.ref.ac.uk/subguide/>

Equality Impact Assessments

33. The University will conduct equality impact assessments (EIA) on its policies and procedures for selecting staff for the REF. This will ultimately include a comparative, quantitative report on the diversity characteristics of those submitted and not submitted for the REF.
34. The University's Equality and Diversity Group will endeavour to determine whether the University's staff selection policy for the REF may have a differential impact on particular groups, to do this the group will consult with various staff groups and advise the REF Task group on the findings.

Approved: University Research, Scholarship and Enterprise Committee (URSEC) – June 2012 & with revisions (paragraphs 17-23) October 2012

Approved: Academic Board – June 2012 & to ratify revisions (paragraphs 17-23) December 2012

Annex One



Overview of criteria for submitting staff to REF 2014 with less than four outputs

Full details of the following criteria are described in HEFCE document REF 01.2012 '[Panel criteria and working methods](#)' published in January 2012

Staff may be returned with fewer than four outputs without penalty in the assessment, if one or more of the following circumstances significantly constrained their ability to produce four outputs or to work productively throughout the assessment period:

- a. Circumstances with a **clearly defined** reduction in outputs, which are:
 - i. Qualifying as an early career researcher (see Table 1)
 - ii. Absence from work due to working part-time, secondments or career breaks (see Table 2)
 - iii. Qualifying periods of maternity, paternity or adoption leave (see Note 1)
 - iv. Other specific circumstances that apply in UOAs 1-6 (see Note 2)

Table 1 Early career researchers: permitted reduction in outputs

Date at which the individual first met the REF definition of an early career researcher:	Number of outputs may be reduced by up to:
On or before 31 July 2009	0
Between 1 August 2009 and 31 July 2010 inclusive	1
Between 1 August 2010 and 31 July 2011 inclusive	2
On or after 1 August 2011	3

Table 2 Part-time working, secondments or career breaks: permitted reduction in outputs

Total months absent between 1 January 2008 and 31 October 2013 due to working part-time, secondment or career break:	Number of outputs may be reduced by up to:
0-11.99	0
12-27.99	1
28-45.99	2
46 or more	3

Note 1 Maternity leave, paternity leave or adoption leave: permitted reduction in outputs

Individuals may reduce the number of outputs by one, for each discrete period of:

- Statutory maternity leave or statutory adoption leave taken substantially during the period 1 January 2008 to 31 October 2013, regardless of the length of the leave.
- Additional paternity or adoption leave lasting for four months or more, taken substantially during the period 1 January 2008 to 31 October 2013.

Note 2 Other circumstances that apply in UOAs 1-6: permitted reduction in outputs

In UOAs 1-6, the number of outputs may be reduced by up to two, without penalty in the assessment, for the following:

- Category A staff who are junior clinical academics. These are defined as clinically qualified academics who are still completing their clinical training in medicine or dentistry and have not gained a Certificate of Completion of Training (CCT) or its equivalent prior to 31 October 2013.
- Category C staff who are employed primarily as clinical, health or veterinary professionals (for example by the NHS), and whose research is primarily focused in the submitting unit.

b. **Complex circumstances** that require a judgement about the appropriate reduction in outputs, which are:

- i. Disability. This is defined in 'guidance on submissions' Part 4, Table 2 under 'Disability'.
- ii. Ill health or injury.
- iii. Mental health conditions.
- iv. Constraints relating to pregnancy, maternity, paternity, adoption or childcare that fall outside of – or justify the reduction of further outputs in addition to – the clear allowances.
- v. Other caring responsibilities (such as caring for an elderly or disabled family member).
- vi. Gender reassignment.
- vii. Other circumstances relating to the protected characteristics listed at paragraph 190 of 'guidance of submissions' or relating to activities protected by employment legislation.

Annex Two



Individual Staff Circumstances Disclosure

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

From: Professor Anthony Woodman, Pro-Vice Chancellor (Research & Enterprise)

Subject: REF 2014, consideration of individual staff circumstances

The University of West London 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 the University of West London's Code of Practice which can be found at http://www.uwl.ac.uk/the_university/University_policies.jsp.

To ensure that REF processes are fair, the University is collecting data on individual circumstances from all staff eligible for submission. The data will be used to identify which staff are eligible for submission with fewer than four outputs. Summary level data collected may also inform the University's monitoring of staff selection procedures at the institutional level.

In determining whether eligible staff may be submitted to the REF with fewer than four research outputs, the University of West London through the REF Task Group 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.

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

What action do I need to take?

If you are eligible for REF submission you are encouraged to complete the attached form. If further information is required about any circumstances disclosed, you will be contacted by Ms Neelam Kaushal, Senior Research Officer, INSPIRE.

Who will see the information that I provide?

Within the institution, the information that you provide will only be seen by Ms Neelam Kaushal (Senior Research Officer), Professor Anthony Woodman (Pro-Vice Chancellor Research & Enterprise) and Ms Margaret Bird (Director of HR).

The aforementioned will observe confidentiality and information will be stored securely and in accordance with the University's Data Protection policy which can be found at http://www.uwl.ac.uk/the_university/University_policies.jsp.

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 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.

What if my circumstances change?

The University recognises that staff circumstances may change between 1 January 2008 and 31 October 2013. If your circumstances change you can download a copy of the attached form at http://www.uwl.ac.uk/the_university/University_policies.jsp under section REF2014.

Individual Staff Circumstances Disclosure Form

Name	
School	
Proposed Unit of Assessment	

Section one:

Please select one of the following:

- I have no individual circumstances that I wish to be taken into consideration for the purposes of the Research Excellence Framework (REF).
- I have individual circumstances that I wish to make known but I am not seeking a reduction in outputs. (Please complete sections two and three)
- In completing this form I am seeking a reduction in research outputs. (Please complete sections two and three)

Section two:

Please select as appropriate:

- I would like to be contacted by a member of human resources staff to discuss my circumstances and requirements and/or the support provided by the University. My contact details for this purpose are:

Email	
Telephone	
Preferred method of communication	

- I do **not** wish to be contacted by a member of human resources staff

Section three

I wish to make the University aware of the following circumstances which have had an impact on my ability to produce four outputs or work productively between 1 January 2008 and 31 October 2013:

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

Circumstance	Information required
Early career researcher (started career as an independent researcher on or after 1 August 2009)	Date on which you became an early career 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	

Please select as appropriate:

- 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 only be seen by the individuals within the University named on page 2 of the Individual Staff Circumstances Disclosure introduction.
- 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.

Signature: Date:

For official use only

Following consideration of the personal circumstances described above, the REF Task Group

- Will progress the staff member's inclusion in the REF submission with [insert number] of research outputs. [Subject to specified institutional criteria]. Rationale for the proposed number of outputs:
e.g. this decision is based on the tariffs outlined in the panel criteria.
- Requires further information of the circumstances described as follows:
e.g. please provide information from your occupational health assessment on the effectiveness of reasonable adjustments provided.
- Does not feel that the staff member meets the criteria outlined within the REF 'Panel criteria and working methods' for submitting fewer than four research outputs. The reason(s) for this decision are:
e.g. circumstances detailed are not recognised within the assessment framework and guidance on submissions.

If [insert name of staff member] wishes to appeal against the decision of the [insert name of the committee or individuals] they will need to do so by [insert date] and details of the appeals process can be found at http://www.uwl.ac.uk/the_university/University_policies.jsp or by speaking to Ms Neelam Kaushal in the INSPIRE Research Office.

Signature: Date:
Ms Neelam Kaushal – Secretary to REF Task Group

Signature: Date:
Professor Anthony Woodman Pro-Vice Chancellor (Research & Enterprise)

Annex Three



Research Excellence Framework (REF) Task Group

Terms of Reference

Purpose and remit

The main functions of the REF Task Group are:

1. To oversee the planning and co-ordination of the University's REF submission.
2. To monitor the development and submission of the University's REF Code of Practice.
3. To report to the University Research, Scholarship and Enterprise Committee on developments with the University's REF submission, and to carry out actions requested by the Committee.
4. To implement guidelines announced by the external REF Team.
5. To consider reports from the Unit of Assessment Sub-task Groups.
6. To consider and respond to issues raised by School Boards.

Membership

PVC (Research and Enterprise) (Chair)	Professor Anthony Woodman
Director of INSTIL	Professor Joelle Fanghanel
Academic Lead INSPIRE	Dr Tony Olden
College of Nursing, Midwifery & Healthcare	Professor Heather Loveday
Ealing Law School	Vacant
Ealing School of Art, Design & Media	Dr Garin Dowd
London College of Music	Professor Francis Pott
London School of Hospitality & Tourism	Professor Angela Roper
School of Computing & Technology	Professor Peter Komisarczuk

School of Psychology

Dr Pauline Fox

West London Business School

Mr Suresh Gumlath

Management Accountant

Ms Suskia Collins

Senior Research Officer INSPIRE

Ms Neelam Kaushal

Quoracy

A minimum of five members.

Attendance

Members who fail to attend three consecutive meetings will be regarded as having relinquished their membership of the REF Task Group.

Reporting Lines

The REF Task Group reports into the University Research, Scholarship and Enterprise Committee.

Effectiveness & Lifespan

The REF Task Group will meet until the University's REF submission has been completed.

Actions that may be taken by the REF Task Group

The REF Task Group may:

- Note
- Receive
- Consider
- Request
- Reject
- Support
- Endorse
- Recommend

Most appropriate minuting style

Notes

Resources

Secretary & Clerk Alison Clerkin - Administrative Officer INSPIRE/INSTIL

Examples of outputs:

Authored book	Confidential report (for external body)
Edited book	Design
Chapter in book	Composition
Scholarly edition	Digital or visual media
Journal article	Research data sets and databases
Conference contribution	Website content
Artefact	Software
Devices and products	
Exhibition	
Performance	
Patent/published patent	

Please return your form/email any queries or questions
to Neelam.Kaushal@uwl.ac.uk (TC406, SMR)