

Bangor University, REF 2021 Code of Practice

September 2020 Minor update

Part 1: Introduction

For REF 2021 each

<https://www.bangor.ac.uk/humanresources/family.php.en>

annual mock REF exercises. The process and procedures are reviewed each year, updated, and amended as required in response to any feedback from staff and in response to updates on REF 2021 Guidance and Panel Criteria.

The Code of Practice, pro-forma and supporting material will be emailed to all academic staff and

Staff absent from Bangor University will be contacted by their School/Unit or Human Resources.

Staff who join Bangor University or whose circumstances alter after June 2019 will be directed to the

Open information sessions will be held at University/College level during summer 2019.

Part 2: Identifying staff with significant responsibility for research

2.1: REF eligible Staff.

A

These principles are reviewed and updated as details of the REF framework and guidelines emerge.

4.2:

4.6: Equality impact assessment

Bangor University will select outputs for submission based on their quality, while fitting within the REF guidelines of the minimum and maximum number required per member of staff. An EIA will be conducted prior to the final confirmation of outputs selected for submission to ensure no detrimental impact on any particular groups with one or more protected characteristic(s) where sufficient volume allows for statistical analysis.

Part 5: Appendices

Annex A . Independent researcher template.

Annex B . Declaration of individual staff circumstances template

Annex C .

Annex A Independent researcher template.

Independent Researcher Declaration

Independent researchers to meet the definition of Category A eligible for submission in REF 2021. For the purposes of the REF, an independent researcher is defined as **an individual who undertakes self-directed research**, rather than carrying out another individual's research.

Typically, research assistants (sometimes also described as postdoctoral research assistants, research associates, research officers or assistant researchers) are not eligible to be returned to the REF as Category A staff. They are usually funded from research grants or contracts from Research Councils, charities, the European Union (EU) or other overseas sources, industry, or other commercial enterprises, but they may also be funded on the basis that they are named as an author on one or more research outputs.

There are three possible indicators of independence sufficient to be considered as Category A staff that apply across **all REF subject panels**, these are listed in the first half of the form below, 1, 2 and 3.

There are a further two possible indicators of independence that apply to **REF Panels C and D only**, listed in the form under 4 and 5, these will only apply to staff being considered for submission to the following REF Units of Assessment:

Please read carefully and complete the form below if you are on a research only contract and wish to be considered for independent researcher status for REF.

To submit this form please email it to the REF Manager, Claire V Davis, bss010@bangor.ac.uk

Name: Click here to insert text.
School: Click here to insert text.

Please provide requested information on possible indicators of independence in relevant box(es).

Indicator of independence

2. Holding an independently won, competitively awarded fellowship where research independence is a requirement.

An illustrative, but not exhaustive, list of independent fellowships can be found at

<https://www.ref.ac.uk/guidance/additional->

Annex B Declaration of individual staff circumstances template
Declaration of Individual Staff Circumstances template

Bangor University – August 2020 update

This document is being sent to all Category A staff whose outputs are eligible for submission to REF 2021 (see [GOS](#) paragraphs 117-122). As part of the

<p>Family-related leave; statutory maternity leave statutory adoption leave additional paternity or adoption leave or shared parental leave lasting for four months or more. <i>For each period of leave, state the nature of the leave taken and the dates and durations in months.</i></p>	<p>Click here to enter dates and durations.</p>
<p>Disability (including chronic conditions) <i>Total duration in months. May include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>
<p>Mental health condition <i>Total duration in months. May include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>
<p>Ill health or injury <i>Total duration in months. May include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>
<p>Constraints relating to family leave that fall outside of standard allowance <i>Total duration in months. May include: Type of leave taken and brief description of additional constraints, periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>
<p>Caring responsibilities <i>Total duration in months. May include: Nature of responsibility, periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>
<p>Gender reassignment <i>Total duration in months. May include: periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>
<p>Any other exceptional reasons e.g. bereavement. <i>Total duration in months. May include: brief explanation of reason, periods of absence from work, and periods at work when unable to research productively.</i></p>	<p>Click here to enter text.</p>

COVID-19 (Applicable only where requests
are being made for the removal of the
minimum of one requirement)

Annex C Membership and Terms of Reference for key committees.

**XXXIII. THE EXECUTIVE
COMPOSITION & TERMS OF REFERENCE**

1. Pursuant to Statute XII (x), there shall be an Executive, which shall be the senior management group of the institution and which shall be accountable to the Council.
 - (a) Composition
Ex-officio :
 - The Vice-Chancellor (Chair)
 - The Pro-Vice-Chancellors, including a Senior Pro-Vice-Chancellor or Deputy Vice-Chancellor
 - The University Secretary
 - The Director of Finance
 - Deans of Colleges
 - Director of HR
 - (b) Terms of Reference
 - (1) To consider, recommend and be responsible for implementing the overall strategy of the University, including the setting of targets and monitoring their achievement.
 - (2) To consider, recommend and implement overall University policy.
 - (3) To be responsible for the financial management of the University, including the allocation of resources, setting budgets and monitoring financial performance.
 - (4) To be responsible for the overall, day-to-day management and administration of the University.
 - (5) To consider staffing levels within resource centres and schools/departments, and to consider and, where appropriate, approve appointments to new or replacement posts within available resources, and in accordance with the University's policies.
 - (6) To be responsible for the size, academic shape and structure, (including the establishment or discontinuance of subject areas) and for the managerial and support structure of the University.
 - (7) To monitor the performance of the University in all aspects, and ensure that procedures are in place to measure achievement and performance.
 - (8) To consult as appropriate within the institution⁴ to take decisions at a senior management level as effectively and efficiently as possible, and to communicate these within the institution.
 - (9) To exercise leadership within the University.
 - (10) To make recommendations to the Council and to Council committees on matters within their jurisdiction. The Executive will report to the Council.
2. The Executive shall have power to establish boards, steering groups or committees, with such composition and Terms of Reference as it shall agree in consultation with the body concerned.
3. The Executive shall have power to establish Task Groups in specific areas of activity to assist the University, with such composition and Terms of Reference as it shall agree in consultation with the Task Groups.

Amended April 2019

Agile, and
Collaborative

Reporting Structure

College RIISG groups report to this Task Group.
The RIISG Support Group reports directly to this Task Group.
The RIISG reports to the Executive through the Pro Vice-Chancellor Research & Impact.

November 2018

RESEARCH EXCELLENCE FRAMEWORK (REF) 2021 TASK GROUP Membership and Terms of Reference

Pro Vice Chancellor Research (Chair)
Research Information and REF Manager (Secretary)
UKRI and Impact Manager (Minutes)
College Directors of Research
College Directors of Impact

Entitled to attend:

Vice Chancellor
Relevant stakeholders can attend on an ad hoc basis.

Terms of Reference

1. A Task Group of the University Executive.
2. To determine policies, processes and procedures for the next REF;
3. To make decisions and monitor performance in REF 2021.
4. To approve and evaluate data from the annual Rolling REF exercises.
5. Annually review these Terms of Reference.

This Task Group will meet monthly and add additional meetings as and when required for specific REF 2021 deadlines.

October 2018

Annex D Bangor University Data Collection Statements

REF2021 Bangor University Staff Data Collection Statement Updated August 2020.

Staff Data Collection Statement for the REF2021

The purpose of the Research Excellence Framework 2021 (REF2021) is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies. The REF is managed by the REF team, based at Research England (RE), on behalf of the four UK higher education funding bodies. RE is part of UK

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for personal data submitted by us to the REF.

The results of the assessment exercise will be published by UKRI, on behalf of the four UK higher education funding bodies, in April 2022. The published results will not be based on individual performance nor identify individuals.

Those parts of submissions that contain factual data and textual information about research activity will also be published by UKRI, on behalf of the four UK higher education funding bodies, and will be made available online. Published information is likely to include **textual information including impact case studies in which you may be referenced**. Your name and job title may be included in this textual information. Other personal and contractual details, including your date of birth and all information about individual staff circumstances will be removed.

Please note that impact case studies, environment statements and other textual information should submitted to REF 2021 by Bangor University will not normally be submitted with personal information (other than names and job titles), and that usually any personal information (other than names and job titles) will be removed in the redacted version(s) that are submitted.

GRPR, and guidance on making a subject access request, can be found on the RE web-site at <https://re.ukri.org/about-us/policies-standards/foi-data-protection/>

About the REF

The purpose of the Research Excellence Framework 2021 (REF2021) is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies. The REF outcomes are used to calculate about £2 billion per year [-Á ~ à|ãÁ } ää * Á |Á } ä^! • ää • ä^ • ^ ä & @ ä ä c ! } ää } ä^] ~ ää } • ÄV @ Ä^ • | • Ä also inform strategic decisions about national research priorities. The next REF will be undertaken in 2021.

The REF was first carried out in 2014, replacing the previous Research Assessment Exercise. It ä & | ä^ äÄ | Ä @ Ä ä • Ä ä ^ Ä ä ä • ^ • • { ^ } d | Ä @ Ä | [ää | Ä] ää | Ä } ä^! • ää • ä^ • ^ ä & @ ä^ [] äÄ academia: on the economy, society, culture, public policy and services, health, the environment and quality of life . within the UK and internationally.

Impact is assessed through the submission of case studies, which describe the changes or benefits brought about by research undertaken by researchers at the institution. Impressive impacts were found across all disciplines, with 44 per cent of submissions judged to be outstanding. A database of case studies submitted in 2014 can be found here: <https://impact.ref.ac.uk/>.

Data collection

The REF is managed by the REF team, based at Research England (RE), on behalf of the four UK higher education funding bodies. RE is part of UK Research and Innovation (UKRI), and under this ä | ä * ^ { ^ } d | Ä @ Ä | [Ä Ä ä ä ä] d [| | d | for personal data submitted by us to the REF.

You may have provided information for one or more impact case studies or environment statements as part of our submission to the REF 2021. In 2021 we will send information about impact case studies and

Parts of your data will be passed to the REF expert panels and the Equality and Diversity Advisory Panel (whose members are independent of UKRI) for the purpose of conducting a systematic evaluation of submissions, in accordance with predetermined criteria and methods. All panel members are bound by confidentiality arrangements.

Publishing information about your part in our submission

Annex E Equality Impact Assessment of the REF 2021 Code of Practice
By: Claire Davis & Nia Blackwell
Date: 8th

*disadvantage them because of their protected characteristics?
Could the project, policy or practice lead to different outcomes for different protected groups?*

2. Career breaks for family caring responsibilities
3. Disability / Health related issues
4. Early career research
5. Part-time staff
6. Staff on fixed-term contracts.

The Code of Practice acknowledges and identifies **Staff circumstances** where staff by issued afforded adjustments by the Equality Act.

All University staff (including all academic, professional, research, manual, clerical and technical staff) information breakdown by protected characteristic is as follows (all numbers are FTE):

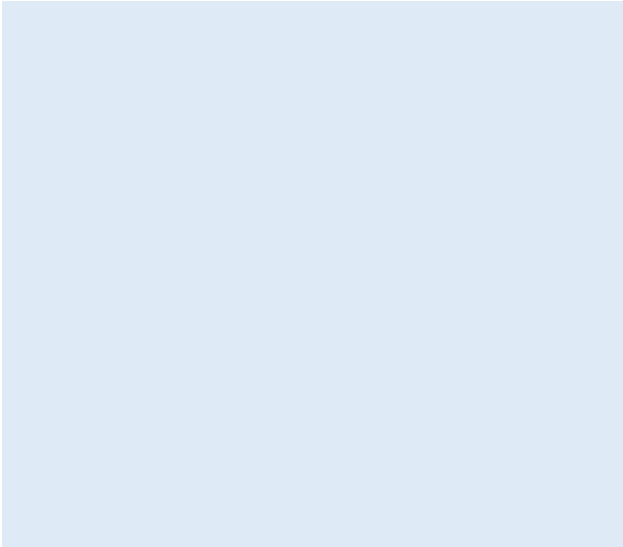
Total number of staff 2259.

Average age . 43.9 years

Disability
Declared a disability . 8%
No disability . 80

		<p>Information not provided 5%</p> <p>The protected characteristic data of the 479 academic staff on Teaching & Research and Research-only contracts in scope is as follows (all numbers are FTE):</p> <p>Average age . 44.7 years</p> <p>Disability Declared a disability . less than 5% No disability . 95% Information refused . less than 5%</p> <p>Gender . 41% female, 60% male.</p> <p>Race BME . 12% White . 87% Information refused . less than 5%</p> <p>Sexual Orientation Heterosexual . 73% Other . less than 5% Information refused . 24%</p> <p>Religious Belief No religion . 50% Christian . 21% Other . 7% Information refused . 22%</p> <p>Welsh Language Welsh speaker . 16% Learner . 26% No Welsh . 57% Information not provided less than 5%</p>
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Advancing Equality of Opportunity



Ongoing awareness raising and consultations:
Presentations to and discussions with the
above groups and stakeholders.
Regular E-

