

### Individual Staff Circumstances

The following guidance is intended to assist reviewers and staff in identifying and dealing with specific circumstances relating to individual members of academic staff in which the assessment of RAI 1 and RAI 2 in particular may need to be adapted.

The guidance is in two sections:

- Clearly defined circumstances; and
- Complex circumstances

#### 1. Clearly defined circumstances

In the case of clearly defined circumstances, reviewers and panels will be guided by the following:

##### RAI 1: Early career researchers

Date at which the individual first met the RQR definition of an early career researcher (see <b>Guidelines</b> , p. 18 (d)):	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

##### RAI 2: Early career researchers

These same criteria may be applied to give weightings of 25%, 50% or 75% in respect of the expected levels of output for RAI 2 according to disciplinary norms.

**RAI 1: Part-time working, secondments or career breaks outside of the higher education sector, and in which the individual did not undertake academic research**

Total months absent between 1 January 2008 and 31 December 2014 due to working part-time, secondment or career break:	Numbers of outputs may be reduced by up to:
0-11.99	0
12-27.99	1
28-45.99	2
46 or more	3

**RAI 2: Part-time working, secondments or career breaks outside of the higher education sector, and in which the individual did not undertake academic research**

These same criteria may be applied to give weightings of 25%, 50% or 75% in respect of the expected levels of output for RAI 2 according to disciplinary norms.

**RAI 1: Qualifying periods of maternity, paternity or adoption leave**

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

- a. Statutory maternity leave or statutory adoption leave taken substantially during the period 1 January 2008 to 31 December 2014, regardless of the length of the leave.
- b. Additional paternity or adoption leave lasting for four months or more, taken substantially during the period 1 January 2008 to 31 December 2014.

**RAI 2: Qualifying periods of maternity, paternity or adoption leave**

These same criteria may be applied to give weightings of 25%, 50% or 75% in respect of the expected levels of output for RAI 2 according to disciplinary norms.

**Combining clearly defined circumstances**

Where individuals have had a combination of circumstances with clearly defined reductions in outputs, these may be accumulated up to a maximum reduction of three outputs in respect of RAI 1, with comparable adjustments for RAI 2. For each circumstance, the relevant

reduction should be applied and added together to calculate the total maximum reduction.

Where Table 1 is combined with Table 2, the period of time since 1 January 2008 up until the individual met the definition of an early career researcher should be calculated in months, and Table 2 should be applied.

When combining circumstances, only one circumstance should be taken into account for any period of time during which they took place simultaneously. (For example, an individual worked part-time throughout the assessment period and first met the definition of an early career researcher on 1 September 2009. In this case the number of months 'absent' due to part-time working should be calculated from 1 September 2009 onwards, and combined with the reduction due to qualifying as an early career researcher, as indicated above.)

Where an individual has a combination of circumstances with a clearly defined reduction in outputs **and** complex circumstances, the institution should submit these collectively as 'complex' so that a single judgement can be made about the appropriate reduction in outputs, taking into account all the circumstances.

NB: clearly defined circumstances will be dealt with by the relevant panel(s) in the light of this guidance.

## **2. Complex circumstances**

Complex circumstances which do not fall into the above categories must be submitted to the RQR Steering Committee in order that an institutional recommendation might be made to the relevant panel. Such submissions will be strictly confidential. However, the Steering Committee will, where necessary, consult with Human Resources and/or the Office of Corporate and Legal Affairs to ensure that decisions do not contravene Data Protection or other provisions.

The institutional recommendation will be provided to the relevant panel(s) for their consideration. All panel members have signed confidentiality clauses and will be

reminded of the sensitive nature of such information.

Staff should provide such information to the Director of the Quality Promotion Unit by Friday 10<sup>th</sup> April 2015. There is no template to be completed and staff are invited to submit such documentation as they feel necessary to explain the circumstance. All such information will be deleted/shredded after the panel visit.