To clarify the purpose and process in relation to the Output Review for the SRR, the following has been developed and agreed in partnership with the University College Union (UCU):

1. Individual members of staff are being asked to identify outputs which they wish to be considered for assessment within the School as part of the SRR and to assist with the review process. To ensure compliance with the Higher Education Funding Council for England (HEFCE) Research Excellence Framework (REF) Publication requirements these outputs need to be on the Converis system.
2. It is not a requirement for staff to have their research outputs reviewed except where it has been agreed by staff who have been given additional time to undertake research, for example as a consequence of a university funded sabbatical.
3. Research Leaders are required to write to each member of staff asking them to identify which of their outputs held on Converis they wish to have reviewed as part of the SRR.
4. Those members of academic staff asked to undertake research reviews will have time allocated for this role in their workloads.
5. A proposed reviewer may decline to review a specific output if the individual believes that: (a) they do not have the necessary expertise in the relevant field to review a particular output; (b) undertaking a specific review of another individual’s output would seriously undermine collegial relations with the researcher in question or (c) has not agreed with their line manager to undertake these duties.
6. Although all staff are expected to comply with the HEFCE REF Publication requirements if they wish to be considered for inclusion in the next REF, a refusal to allow a research output to be assessed under the SRR will not preclude its consideration for inclusion in a future REF submission.
7. The review procedure is a confidential one. Only Research Leaders will have access to the assigned grades.
8. The grades assigned to each output will be anonymised before being collated as part of each school’s research output profile.
9. The grades are not intended for the performance management of individual staff. Rather, the output assessment data is designed to establish collegiate mechanisms to support individuals and teams improve output profiles, by, for example, organising workshops.
10. Research Leaders will keep the grades associated with individual output assessment confidential.
11. Individual members of staff will not be required to meet with their Research Leader, the reviewers, or anyone else to discuss the assessment of their research outputs.
12. Staff may request the individual assessment grades for each of their outputs from the Research Leader.
13. Individual staff may use this information, if they wish to, as the basis for discussion with mentors and other colleagues as part of their own development.
14. Where a staff member(s) strongly disagrees with the assessment of their output an opportunity will be provided for additional review through the Research Leader, which may include the use of an external reviewer.
15. Any member of staff, irrespective of whether they have or have not offered outputs for consideration as part of the SRR, and irrespective of the grades allocated, will continue to have the same opportunities as any other member of staff in terms of access to support for research development and future consideration for inclusion in REF2020/21.

Andrew Lloyd

Interim Pro-Vice-Chancellor (Research & Enterprise)

Mark Abel

Chair, UCU Coordinating Committee