From: REF Support
Sent: 30 July 2019 10:01
Subject: SHU Preparations for the REF - Code of Practice Implementation Update

Dear colleagues

Further to recent communications regarding the submission of our institutional *Code of Practice for the Preparation of the Research Excellence Framework 2021 Submission*, I am writing to update staff on the next steps in the implementation of the Code, and the ongoing preparations for our REF 2021 submission.

As a reminder of the background: each institution making a submission to REF 2021 is required to develop, document and apply a Code of Practice on determining who is an independent researcher, the selection of outputs, and the criteria and processes for identifying staff with *significant responsibility for research.*

The Sheffield Hallam University Code of Practice was agreed with staff representative groups and submitted to Research England on May 20th, in advance of the 7th June deadline. The REF Equality and Diversity Advisory Panel (EDAP) are now reviewing the institutional Codes and outcomes will be communicated in August 2019. There will then be an opportunity for institutions to revise Codes, where the need is identified, as part of the approval process, with the final Codes of Practice to be published by Research England at the end of 2019.

As detailed in our institutional Code of Practice (CoP), we will be submitting staff who meet the agreed criteria for having *significant responsibility for research,* the full details of which are specified in **section 7** of the COP, available via the following link:

SHU Code of Practice

For the majority of academic staff, additional *Research* time (+ ≥10%), in combination with RSA, and allocated against agreed research plans, constitutes a *significant responsibility for research*. Colleagues will be aware that this is being implemented for the 19/20 academic year via the completion and review of individual research plans to inform the PDR and work planning process. Recommendations for time allocation against the research plans are being made by local research leads (or research committees), with sign-off by the relevant Head of Department/Institute/Centre, and with oversight by the Faculty Assistant Deans for Research and Innovation to ensure compliance with the Code of Practice.

The *significant responsibility for research* status of professors, readers, senior management and research-only staff is determined via the criteria detailed in section 7 of the CoP.

It was originally anticipated that notification to staff as to their status in terms of having *significant responsibility for research* would be communicated at the end of July. While many staff will be aware of the recommendations following review of research plans, the notification to all staff will now be formally communicated at the end of August, when the review of research plans is expected to be completed across all departments. This revised timing will also allow us to incorporate any feedback we receive from Research England on the submitted CoP.

For colleagues who wish to find out more about the REF preparations, I would encourage you to look at the FAQ section of the REF pages on the Creating Knowledge Hub, where we will update the information as we move towards the next stages of the process.

Best regards,
Wayne Cranton
Dean of Research

Links:
Creating Knowledge Hub
REF FAQ for Researchers
SHU Draft CoP Consultation Response
REF2021