



Appendix 1

Assessment of applications where leave has been stated

Purpose:

The purpose of this provision is to recognise the way in which some selection criteria will exclude statistically more women and carers, and adapt the criteria accordingly. A staff member, who has experienced time out from their job for maternity, adoptive, parental, sick leave, disability-related sick leave and carer's leave will not be able to produce the same quantity of output as a comparable staff member who has not taken time out.

Where documented leave has been indicated in an application, the Academic Promotions Committee will assess output relative to opportunity, i.e. academic output will be counted on a *pro-rata* basis for a staff member who has taken such leave.

Application:

The applicant should complete the table under 5(c) setting out the number of weeks taken as leave relevant to each category in each academic year.

The Academic Promotions Committee will adjust their expectations of achievement/output produced by the applicant, in line with the proportion of leave taken.

Specifically, the assessors will apply a multiplier to the achievement/output produced by the applicant for the criteria under the Research and Scholarly Standing category listed below. To adjust for other areas of the application that are less amenable to quantitative analysis, the multiplier will be used, as appropriate, to help inform the overall assessment.

- a) Publications
- b) Postgraduate research students
- c) Research funding obtained

In the specific case of maternity and adoptive leave, the Academic Promotions Committee are required to include an allowance for the individual re-adjusting to work after leave, i.e. one year for each period of maternity/adoptive leave. Allowance for all other leaves will be for actual time on leave.



Worked example:

Candidate A was appointed on 1st September 2006 and therefore is in post for 11 years. Candidate A availed of maternity leave in AY 09/10, 10/11 and 11/12. Candidate A has published 16 articles in a peer-reviewed journal since 1st September 2006.

The Academic Promotions Committee will discount 1 year for each maternity leave and adjust the number of years as a Lecturer from 11 to 8 to establish a multiplier ($11 \div 8 = 1.375$). This multiplier will then be applied to the number of publications in order to notionally understand what the candidate would have published had they had not been on maternity leave on 3 occasions during their career to-date (16 publications \times 1.375 = 22).

The Academic Promotions Committee will now score Candidate A on the basis of an output of 22 articles in peer reviewed journals in accordance with the guidelines set out in Appendix 1.

The same multiplier will be applied to publications in all categories, postgraduate research students and research funding obtained and will be used, as appropriate, to help inform the overall assessment.