**REF 2021 Sub-Panel Membership Nominations**

The BSA is acting as a nominating body for REF 2021 sub-panel membership. Applications are now invited from sociologists, academics as well as practitioners working outside of academia, who are interested in serving as members on any of the sub-panels which are related to sociology.

The deadline for applications to the BSA is Friday 24 November, 17:00 GMT.

There are 34 units of assessment in the REF 2021 and submissions from nominating bodies are not limited in number. The BSA has previously submitted nominations across a range of areas within which sociologists work and welcomes applications for the following sub-panels or units of assessment (UOA):

Sub-panel / UOA 2 Public Health, Health Services and Primary Care  
Sub-panel / UOA 3 Allied Health Professions, Dentistry, Nursing and Pharmacy  
Sub-panel / UOA 17 Business and Management Studies  
Sub-panel / UOA 20 Social Work and Social Policy  
Sub-panel / UOA 21 Sociology  
Sub-panel / UOA 23 Education  
Sub-panel / UOA 24 Sport and Exercise Sciences, Leisure and Tourism  
Sub-panel / UOA 31 Theology and Religious Studies

Other sub-panels / UOAs may also be appropriate for sociologists and we welcome applications for these too.

**Do I need to be a BSA member to apply through the BSA?**

No. Applicants do not have to be members of the BSA to apply. Having appropriate skills and experience relevant to the work of the sub-panel is what matters.

**Who are HEFCE looking to recruit?**

Sub-panel members will predominantly be practising researchers of suitable professional standing who collectively have an appropriate breadth of research expertise and carry the confidence of the community. Sub-panels will also include members from the private, public or third sectors with expertise in commissioning, applying or making use of research.

In addition, HEFCE has introduced a new role to the 2021 exercise which is Interdisciplinary Research (IDR) adviser. Each sub-panel will have appointed members with a specific role to oversee and participate in the assessment of interdisciplinary research submitted in that UOA, to ensure its equitable assessment. HEFCE wishes to appoint at least one member with this role to each sub-panel in 2018 to develop the criteria and expects to make further appointments of members with this role in the assessment phase. The IDR adviser role will include liaison with corresponding members on other sub-panels.

During 2020 HEFCE will invite a further round of nominations for sub-panel members and assessors. It is expected that candidates nominated to be sub-panel members at this stage, but not appointed in 2018, will also be considered as potential sub-panel members or assessors at the next round of appointments.

**How will applications be processed by the BSA?**

A Nominations Panel will act as a filter for nominations to HEFCE, helping to achieve the goal of recruiting sufficient members to ensure the sub-panels have appropriate expertise (including in IDR and the wider use of research). The number of nominations the BSA can submit is not limited. The Nominations Panel will therefore only exclude applications that have not addressed and/or do not meet the requirements of sub-panel membership. The nominations will be sent to HEFCE which is the decision-making body. Applicants will hear directly from HEFCE (not the BSA) if they have been selected to serve as a sub-panel member. The BSA Nominations Panel is unable to enter into any correspondence with applicants.

**How will equality and diversity be addressed in the process by the BSA?**We wish to reflect the full diversity of the sociology community in our nominations and encourage applications from under-represented groups. To help ensure equality and diversity, our Application Form includes equality and diversity questions and our Nominations Panel will be assisted by members of the BSA Equality and Diversity Sub-committee.

**What do I need to know before I apply?**

**It is vital that you read the following guidance documents before you apply so that you understand what you are committing yourself to.** These HEFCE PDFs provide detailed guidance for prospective sub-panel members. For example, sub-panels meet three to four times in 2018 and three times in 2019. However, during the assessment phase in 2021 each sub-panel meets around seven times and over several days and may involve staying away.

<http://www.ref.ac.uk/media/ref,2021/downloads/REF_2017_03_Roles.pdf>

<http://www.ref.ac.uk/media/ref,2021/downloads/Annex_A_REF_2017_03.pdf>

**How do I apply?**

**Please complete the application form at the end of this document.**

**What is the deadline for applications?**

**The deadline for submitting applications to the BSA is Friday 24 November 2017, 17:00 GMT. Applications received after this deadline will not be accepted.**

**Where do I send my application?**

Completed applications should be emailed to: Judith Mudd, BSA Chief Executive, [judith.mudd@britsoc.org.uk](mailto:judith.mudd@britsoc.org.uk)

**SUMMARY OF IMPORTANT INFORMATION FOR EASE OF REFERENCE**

**Roles and responsibilities of REF panels**

The REF will be conducted by 34 expert sub-panels, working under the guidance of four main panels.

The panels will work within a generic framework to develop the assessment criteria and to conduct the assessments. In developing detailed guidance and criteria for the assessment, our starting point is that the approach should be consistent across the exercise, unless there are justifiable reasons for main or sub-panels to vary the approach in 4 REF 2017/02 specific areas. Informed by the REF 2014 guidance and criteria, HEFCE will work with the panels to identify those aspects of the criteria and procedures that should be common across the framework, and those specific aspects that should be determined by the main and sub-panels.

The panels will then carry out two phases of work:

a. During 2018: to define in detail those aspects of the criteria and working methods that are specific to the panels.

b. From late 2020 to late 2021: to assess submissions and deliver the assessment outcomes.

**Role of a sub-panel**

The role of a sub-panel is:

a. To consult on and contribute to the criteria and working methods of the group of sub-panels within a main panel, and develop any necessary criteria and working methods specific to the individual sub-panel, for approval by the main panel.

b. To work within the agreed criteria and methods, and under the guidance of the main panel, to assess submissions.

c. To advise the main panel and REF team on cross-referrals of submitted material to other sub-panels and on any need for additional expertise required to assess submissions.

d. To produce draft assessment outcomes for each submission to be recommended for sign-off by the main panel, and associated concise feedback for submissions.

HEFCE intend that the working relationship between a main panel and its sub-panels be close and collaborative, with sub-panels developing their criteria collectively as far as possible within a main panel, and each sub-panel assessing submissions through an iterative process, in dialogue with the main panel.

**Sub-panel composition**

Each sub-panel will be made up of: the chair, deputy chair(s), members (including practising researchers, individuals with expertise in commissioning, applying or making use of research, and interdisciplinary advisers), output assessors, and impact assessors.

**Sub-panel members**

Sub-panel members will predominantly be practising researchers of suitable personal standing who collectively have an appropriate breadth of research expertise and carry the confidence of the community. Sub-panels will also include members from the private, public or third sectors with expertise in commissioning, applying or making use of research.

**Interdisciplinary research (IDR) adviser**

Each sub-panel will have appointed members with a specific role to oversee and participate in the assessment of interdisciplinary research submitted in that UOA, to ensure its equitable assessment. HEFCE is seeking to appoint at least one member with this role to each sub-panel in 2018, to develop the criteria. They expect to make further appointments of members with this role in the assessment phase. The IDR adviser role will include liaison with corresponding members on other sub-panels. This role is new to the 2021 exercise.

**Other points informing the application requirements and nominations process**

The funding bodies are seeking nominations of candidates from a diverse range of backgrounds, institution types and geographical regions. HEFCE particularly welcome nominations of candidates from groups previously under-represented on assessment panels, including women, people from black and ethnic minority backgrounds, and disabled people. Nominating bodies are required to provide information about how equality and diversity issues were taken into account in putting together their nominations. Individuals who are nominated will need to confirm that they are willing and able to serve as a panel member, before their names and contact details are put forward. Nominating bodies are required to ensure that nominees are aware of the provisional timetable and workload implications.

**For further detailed information about the REF please go to:** [**www.ref.ac.uk**](http://www.ref.ac.uk)

**APPLICATION FOR REF 2021 SUB-PANEL MEMBERSHIP**

This application form is for anyone wishing to be considered for REF 2021 sub-panel membership nomination by the British Sociological Association. Please answer ALL of the questions.

**Applicant details**

|  |  |
| --- | --- |
| Title: |  |
| Given name: |  |
| Family name: |  |
| Email address: |  |
| Institution / organisation: |  |
| Address: |  |
| Town: |  |

**Have you had previous REF / Research Assessment Exercise (RAE) panel experience?**

YES / NO

If YES, please outline which exercise (s), panel(s) and role(s):

|  |
| --- |
|  |

**Area of expertise**

Please outline your main fields or areas of research expertise, including any interdisciplinary research expertise. If you have experience in the wider use and benefits of research, please outline the areas, sectors or domains in which you have this expertise or professional experience (max. 500 words)

|  |
| --- |
|  |

**Reason for nomination**

Please provide evidence to support your application going forward to nomination (max. 1,000 words)

* Your current role and other recent posts of relevance
* Evidence of conducting leading research in your field (for example key academic appointments or achievements)
* Other indicators of standing in your academic community (for example, editorial posts or chair positions for subject bodies) or your professional community
* Relevant experience of research management or commissioning, using or benefiting from research
* Relevant experience of leading, managing or practising interdisciplinary research
* Relevant experience of peer review, research quality standards, or of evaluating the impact, benefits or quality of research
* Experience in securing research funding
* Experience of being a primary investigator and national and international levels

|  |
| --- |
|  |

**Sub-panels and roles**

Each nominee may be nominated for up to three roles. Please select the sub-panel(s) and role(s) to which you would like to be nominated indicating your preference by numbers 1-3 (1 being your first preference; 2 your second preference; 3 your third preference):

**Panel:**

|  |  |
| --- | --- |
| Sub-panel / UOA 2: Public Health, Health Services and Primary Care |  |
| Sub-panel / UOA 3: Allied Health Professions, Dentistry, Nursing and Pharmacy |  |
| Sub-panel / UOA 17: Business and Management Studies |  |
| Sub-panel / UOA 20: Social Work and Social Policy |  |
| Sub-panel / UOA 21: Sociology |  |
| Sub-panel / UOA 23: Education |  |
| Sub-panel / UOA 24: Sport and Exercise Sciences, Leisure and Tourism |  |
| Sub-panel / UOA 31: Theology and Religious Studies |  |
| Other sub-panel / UOA (please specify): |  |

**Role:**

|  |  |
| --- | --- |
| Sub-panel member – interdisciplinary |  |
| Sub-panel member – international |  |
| Sub-panel member – practising researcher |  |
| Sub-panel member – wider use and benefits of research |  |
| Impact assessor (appointment in 2020) |  |
| Output assessor (appointment in 2020) |  |

**Would you like to be nominated for the role of interdisciplinary research adviser?**

YES / NO

**Have you read and understood the role and responsibilities of the panel including the timetable and workload commitment?**

YES / NO

**Are you willing and able to serve as a panel member for the full duration of the process?**

YES / NO

**If appropriate, do you have the support of your Head of Department/School to take on the role of panel member?**

YES / NO

**Are you a member of the BSA?**

YES / NO

**Equality and diversity**

|  |  |
| --- | --- |
| What is your gender? |  |
| Would you describe your ethnicity as BAME? |  |
| Do you have a disability? |  |
| Are you affiliated to an ‘old’ university / a post-92 university / a College / a Non-Academic Organisation / other (please specify)? |  |
| Are you working in academia or as a practitioner outside academia? |  |
| In which geographical region of the UK are you based? \* |  |

\*Please select one of the following: Scotland, Northern Ireland, Wales, North East England, Yorkshire and the Humber, North West England, East Midlands, West Midlands, East Anglia, Greater London, South East, South West

NB. Nominating bodies are required to provide equality and diversity information. We therefore require applicants to complete all of the above questions. Applications that do not answer all of the equality and diversity questions will not be considered.

**When completed, please send your application by no later than Friday 24 November 2017, 17:00 GMT, to**: Judith Mudd, BSA Chief Executive, [judith.mudd@britsoc.org.uk](mailto:judith.mudd@britsoc.org.uk)