



# **ROYAL HOLLOWAY UNIVERSITY OF LONDON**

## **EQUALITY MONITORING DATA**

### **EMPLOYMENT REPORT: 2008/09 and 2009/10**

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# EQUALITY MONITORING DATA FOR EMPLOYMENT REPORT 2008/09 and 2009/10

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# ROYAL HOLLOWAY UNIVERSITY OF LONDON EQUALITY MONITORING DATA

## EMPLOYMENT REPORT: 2008/09 and 2009/10

### EXECUTIVE SUMMARY

#### 1. Introduction

We regularly monitor the profile of our staff to meet our legal obligations and in line with good higher education practice (HEFCE, 2004; EHRC, 2010a; EHRC 2010b). Our obligations are now set out in the Equality Act 2010, which, on 1st October 2010, replaced the various previous legal acts relating to discrimination. Further to more detailed monitoring work over the last two years, we now meet all our equality monitoring requirements in relation to staff. Carrying out equality monitoring of our staff also helps us assess the impact of our equal opportunities policy.

#### 2. Staff profile

At the end of 2009/10, there were 1511 staff in post, which was almost the same in the previous year and an increase of 67 staff in post since the last report, for the year 2007/08. Although the data for previous years is not directly comparable, due to the new categorisation system for jobs, the overall percentages for each type of job has remained broadly consistent over the past three years, with a slight increase in M&A this year and a slight decrease in the percentage of research posts.

**Summary Table 1: Number and percentage of staff in each staff group, 2009/10 and 2008/09**

| <b>Staff group</b>           | <b>2009/10</b> | <b>2008/09</b> |
|------------------------------|----------------|----------------|
| Academic                     | 32.2%          | 33.0%          |
| Admin 1 – 5                  | 15.6%          | 15.9%          |
| Admin 6 – 10                 | 25.7%          | 25.4%          |
| M&A                          | 13.7%          | 11.0%          |
| Research                     | 8.5%           | 10.1%          |
| Technical                    | 4.2%           | 4.6%           |
| <i>Based on total number</i> | <i>1511</i>    | <i>1512</i>    |

From a decline between 2006 and 2008, the percentage of minority ethnic staff has now risen, from 10% in 2008, up to the current 12.5%. This is of all staff, including international and UK staff. Minority ethnic staff are 9.1% of those with UK nationality. Although there has been a small percentage increase in the proportion of female staff, men and women have remained more or less equally represented overall in the organisation. The percentage of disabled staff is of some concern, having dropped from an already low level of 2.5% of staff to the current 2%.

**Summary Table 2: Minority ethnic staff, women and disabled staff, 2005/06 – 2009/10**

| Category                                  | 2006  | 2007  | 2008  | 2009  | 2010  | HESA 2008/09 |
|---|-------|-------|-------|-------|-------|--------------|
| <b>Minority ethnic (known ethnicity)*</b> | 11.0% | 10.4% | 10.0% | 10.7% | 12.5% | 10.4%        |
| <b>Women</b>                              | 49.6% | 49.7% | 49.7% | 50.8% | 50.6% | 53.6%        |
| <b>Disabled</b>                           | 2.4%  | 2.4%  | 2.5%  | 2.1%  | 2.0%  | 3%           |

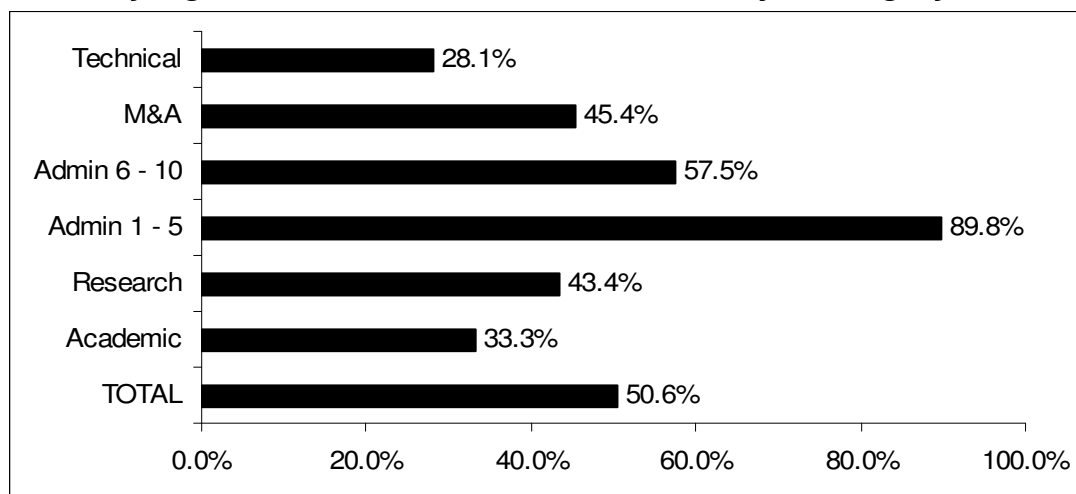
\* (ethnicity data is not known/refused by 37 staff, or 2.4%, in 2009/10)

## 2.1 Gender

There are almost equal proportions of men and women staff in the College. During the last two years this has shifted to a slight majority of female staff. However, this difference is very small and the situation has been relatively stable over the last five years. This is broadly in line with the HESA data which, although they report women in a majority, is just slightly higher, at 53.6% in all HEIs.

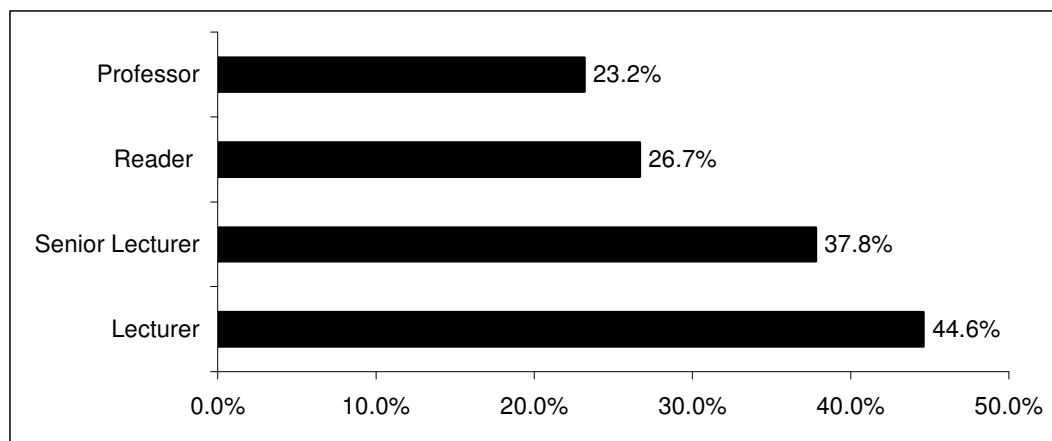
As in previous years, there are variations in the balance of men and women by staff group. The highest proportion of women is in the Admin 1 – 5 group. The lowest is in the technical and academic staff. There is a notably lower percentage of women in academic roles compared to the HESA data (35.4% compared to 43.4%) and the percentage of women reduces according to seniority of position (from 44.6% of lecturers to 23.2% of professors).

**Summary Figure 1 Percent of female staff in each job category, 2009/2010**





**Summary Figure 2 Percent of women at each academic level, 2009/2010**



Overall, there were broadly equal numbers of male and female applicants but women were more successful than men at shortlisting and interview stages and in most job categories. This has been the same for the past three years.

Over half of starters were women in 2010, however the rate varies according to job category. It is perhaps unsurprising that highest percentage of women starters are in Admin roles 1 - 5 whereas at 70% there were more male starters in technical roles. Less predictably, perhaps, men were 58.5% of starters compared to women at 41.5% in research roles. Notably, 83% of those re-graded in research posts were men.

With regard to academic promotions, the levels reflect the balance in the organisation except for promotion to professor from reader (which shows a majority of women) and lecturer to reader which was entirely men for the 2009-10 period.

## **2.2 Ethnicity**

In 2008/09 and 2009/10, ethnicity data is available for UK and international staff and we can now also report the ethnicity profile of staff with UK nationality. This means that the profile data can be compared with HESA ethnicity monitoring data.

There are 12.5% (184) minority ethnic staff in the College overall, an increase from 2008/09 when there were 10.7% (158) and from 2007/08 when there were 10% (142). It is a higher percentage than the HESA overall figure of 10.4%. Of the staff with UK nationality, 9.1% (103) are of minority ethnic origin. This compares with the HESA overall figure of 6.7% and is an increase from 7.4% (83) in 2008/09.

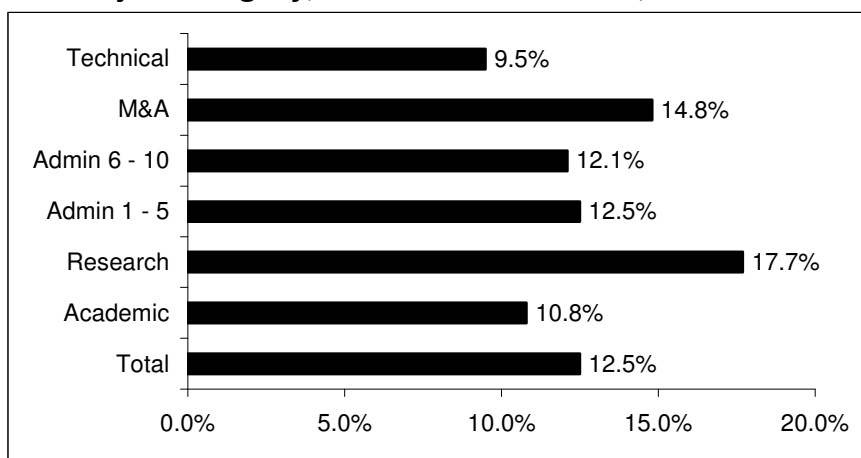
Of the staff with UK nationality, there is a higher percentage of minority ethnic staff amongst academic, research and Admin 6 - 10 grades, compared to Admin 1 - 5, M&A and technical staff groups.

In 2010, with the exception of academics, staff of Asian origin are the single largest minority ethnic group. In the academic group, those of Chinese origin have the highest percentage of the minority groups. In 2009, the percentage of Asian and Chinese were equal within both the academic and the research groups.

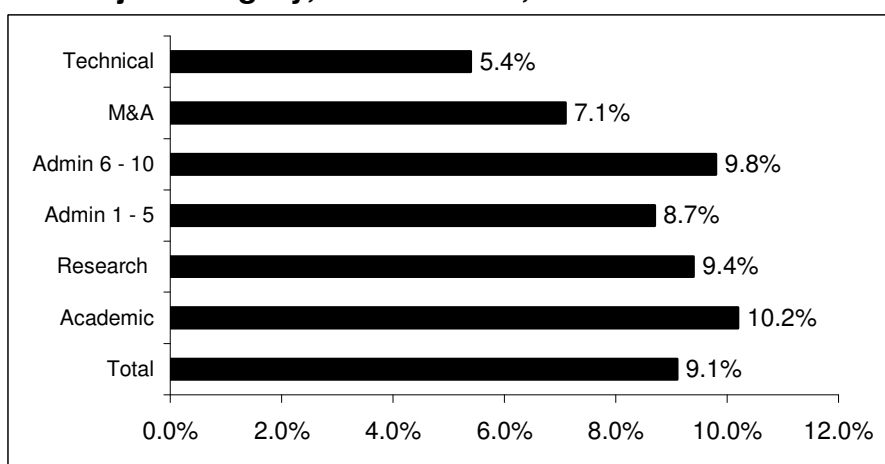
There was a slightly higher percentage of minority ethnic staff at lecturer level (15%) than at senior lecturer (13.7%) and at reader level (11.9%) in 2010, however the

percentage drops dramatically at professor level, with 4.4% of professors of minority ethnic origin in 2010.

**Summary Figure 3 Percent minority ethnic staff in each job category, international and UK, 2009/2010**



**Summary Figure 4 Percent minority ethnic staff in each job category, UK nationals, 2009/2010**



Overall, a higher percentage of White job applicants are shortlisted and then appointed than of minority ethnic job applicants. At 25%, a relatively high percentage of applicants were of minority ethnic origin. This reduced substantially to 19.9% of those shortlisted and 19.6% of those appointed. Minority ethnic applicants had a higher success rate in 2010 (19.6% of those appointed) compared to 2009, where they formed 14.7% of those appointed. In addition, the percentage of those shortlisted in 2010 who were of minority ethnic origin (19.9%) was over 3 percentage points higher than in 2009. In contrast to these overall figures, minority ethnic candidates with UK nationality have a higher success rate than white applicants with UK nationality, with minority ethnic people forming 8.2% of applicants and 14.1% of those appointed.

Overall, the College attracts almost equal numbers of UK and non-UK applicants, with UK nationality applicants forming a higher proportion (around three-quarters) of those appointed in each of the past two years. This varies across the staff groups, with the academic job category, closely followed by the research category, attracting

the highest percentages of non-UK applicants (73.1% and 66.5% respectively in 2010, broadly similar to 2009).

Of the 227 starters in 2009/10 (known ethnicity), 20.7% were of minority ethnic origin (17.1% of the 170 starters of UK nationality were of minority ethnic origin). This is relatively high compared with the ethnic profile of all staff and is higher than the 12.7% in 2009 (7.3% of UK nationality). In 2010, minority ethnic staff (international and UK) formed a slightly higher percentage of leavers than their representation in the overall workforce, although in 2009 they were slightly lower, thus indicating no overall concern. In the UK nationality group, the percentage of minority ethnic leavers was slightly less than their overall representation in the organisation.

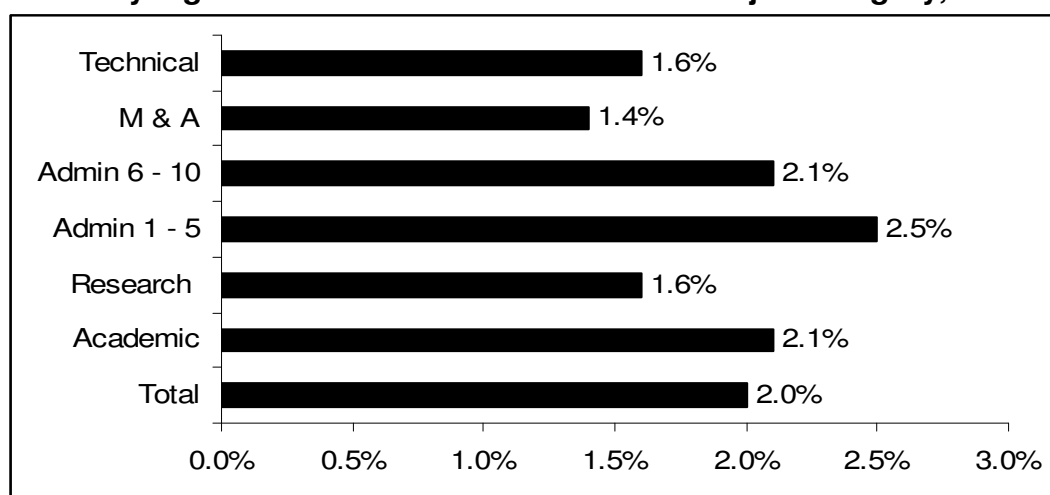
### 2.3 Disability

At the end of 2009/10, disabled staff formed 2% of the whole workforce with little variation in the percentage of academic staff compared to professional and support staff. This compares with the overall HESA figure of 3%. This 2% is a small decrease since 2009, however this shows a decrease also since 2008 and almost reverts to the lower percentage in 2005, losing the gains made in recent years.

Disabled staff are employed across the different job types, including in technical posts where in 2007/08 there were no disabled staff. The highest percentage are in Admin 1 – 5 roles, however overall, as numbers are small there is little difference across the different job types.

In both 2010 and 2009, disabled staff are in the academic jobs from lecturer up to professor level, with the exception of reader. However, as the figures are low, the important point to note is that they are not grouped at one particular level, but spread almost across all academic levels.

**Summary Figure 5 Percent disabled staff in each job category, 2009/10**



Disabled people have been appointed in different job categories. In 2010, 2.4% of applicants for posts in the college were disabled, 2.2% of those who were shortlisted were disabled, and a low 0.6% of those appointed were disabled. Although a higher percentage (1.7%), equating to a higher number (4) were appointed the previous year, this perpetuates the pattern of low success rates for disabled applicants at the College. Disabled staff were 3.2% of the leavers in 2009 and 2.1% in 2010, spread across different job types.

## **2.4 Age**

In 2010, as in previous years, the workforce is spread across the age groups from 16 to 20 through to over 70. The largest percentage is in the age group 31 to 40, which is overall slightly younger than 2008/09 and also in 2007/08. In this earlier year the largest percentage of staff was in the 41 – 50 age group.

There were applicants from across the age groups, from 16 – 20 up to 70+ (with just one application in this latter age group). This was quite a wide spread of age groups across all job categories and it was a similar picture in 2009.

The bulk of applicants and appointments made were in the 21 – 50 age range. Starters were from all age groups, from 16-20 up to and including 61-70, with the highest percentage of starters being in the 21-30 age group in 2010, and a slightly higher percentage being in the 31 – 40 age group in 2009. Leavers were from all age groups, with the pattern for the last three years showing the highest percentage of leavers being from the 21 – 30 year old group, perhaps reflecting a tendency in this group to be developing their career and looking for new opportunities in other organisations.

In general, training is taken up by all age groups across the College and, although an overall low percentage of appraisals have been carried out, they have taken place for staff of all age groups at a rate which is more or less in line with their overall representation.

## **2.5 Carers**

Data is not available for staff in relation to their carer responsibilities. However, carer data was collected for job applicants over the reporting period. Overall, 63% of applicants in 2010 supplied this data, which is an increase on the 52% in 2008/09 and 50% in 2007/08. Around 18% of those who responded to the question had carer responsibilities and carer responsibility seems to be no impediment to appointment overall, with successful candidates with caring responsibilities in proportion to their application rate. This is a similar picture to the results in 2008/09 and 2007/08.

## **3. Recommendations**

Recommendations have been made relating to the collection, collation and analysis of data. They are detailed in the full report and cover:

- Equality monitoring reporting on individual parts of the College, for example Faculties, once the new organisational structure is in place
- Equality monitoring reporting on other areas, for example carer responsibilities, disabled staff by contract type, and Council members
- More detailed analysis of data relating to non-academic re-gradings and academic promotions
- Trend data for grievances, particularly by ethnicity, and for disciplinaries, particular by gender
- Analysis of performance related pay or bonuses
- Consideration of monitoring in additional areas, for example sexual orientation
- Exploration of reasons for low percentage of appraisals reported
- Exploration of factors affecting gender and promotion
- Further efforts to increase applications from disabled people
- Consideration of relevant wider and more targeted benchmarking data.

**March 2011**

# EQUALITY MONITORING DATA FOR EMPLOYMENT REPORT 2008/09 and 2009/10

## 1. INTRODUCTION

This report is the latest in a series of detailed equality monitoring reports that we have produced since 2003/04. It provides data on the profile of our staff in post as of 31<sup>st</sup> July 2010. This is compared with similar data from 31<sup>st</sup> July 2009 and with data for previous years where this shows useful trend information. The report also includes data on recruitment and selection, new starters, staff undertaking learning and development, appraisals, grievances and disciplinaries, and on leavers during the periods 1<sup>st</sup> August 2009 to 31<sup>st</sup> July 2010 and, for comparison, 1<sup>st</sup> August 2008 to 31<sup>st</sup> July 2009.

We regularly monitor the profile of our staff to meet our legal obligations and to be in line with good higher education practice (HEFCE, 2004; EHRC, 2010a; EHRC 2010b). Our obligations are now set out in the Equality Act 2010, which, on 1<sup>st</sup> October 2010, replaced the various previous legal acts relating to discrimination: the Race Relations (Amendment) Act 2000 (RRAA) and the Race Relations Act 1976 (Statutory Duties) Order 2001, the Disability Equality Duty 2006 and the Gender Equality Duty 2007. More than this, carrying out equality monitoring of our staff also helps us assess the impact of our equal opportunities policy.

The Equality Act 2010 brings together all the previous legislative acts and contains what is now the full set of 'protected characteristics'<sup>1</sup>. It is not a legal requirement to monitor all the protected characteristics which are included in the Equality Act 2010, however we monitor the ethnicity, gender, disability and age profile of our staff. We do not collect data on sexual orientation or religion or belief and there is no benchmarking data on these issues yet available from HESA.

The Equality Challenge Unit (ECU), a registered charity, funded by grants from the UK higher education sector funding bodies, encourages higher education institutions to monitor sexual orientation if they have provided a safe environment in which to disclose such information and recommends involving staff network groups and unions in developing any process to monitor sexual orientation.<sup>2</sup> They also highlight that robust statistics on the number of transgender staff do not exist and they are working with the higher education sector to develop mechanisms for recording such data.<sup>3</sup> Although the ECU has published some guidance on monitoring transgender staff, they note that to date very few institutions do so (ECU, 2010a, pp.27 - 29). We will consider good practice in this area as it develops.

This report does not include an analysis of the College's equal pay audit which is carried out and reported on separately.

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<sup>1</sup> The 'protected characteristics' covered by the Equality Act 2010 are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

<sup>2</sup> Equality Challenge Unit, webpage entitled 'Should we monitor sexual orientation?' <http://www.ecu.ac.uk/your-questions/monitor-sexual-orientation/?searchterm=sexual%20orientation>, [last accessed 10.11.10]

<sup>3</sup> Equality Challenge Unit (2009), Equality in Higher Education Statistical Report 2009, <http://www.ecu.ac.uk/publications/files/equality-in-he-statistical-report-2009.pdf/view>, [last accessed 25.10.09, p.15]

At the end of 2009/10, there were 1511 staff in post, which was almost the same in the previous year and an increase of 67 staff in post since the last report, for the year 2007/08. The split across the different staff groups for the past two years is set out in Table 1 below. The data for years previous to these two is not directly comparable, due to the new categorisation system for jobs. However, the overall percentages for each type of job has remained broadly consistent over the past three years, with a slight increase in M&A this year and a slight decrease in the percentage of research posts.

**Table 1 Number and percentage of staff in each staff group, 2009/10 and 2008/09**

| <b>Staff group</b> | <b>2009/10</b> | <b>2008/09</b> |
|--------------------|----------------|----------------|
| Academic           | 32.2%          | 33.0%          |
| Admin 1 – 5        | 15.6%          | 15.9%          |
| Admin 6 – 10       | 25.7%          | 25.4%          |
| M&A                | 13.7%          | 11.0%          |
| Research           | 8.5%           | 10.1%          |
| Technical          | 4.2%           | 4.6%           |

Table 2 compares the representation of minority ethnic staff, women, and disabled staff over the last five years.

From a decline between 2006 and 2008, the percentage of minority ethnic staff has now risen, from 10% in 2008, up to the current 12.5% of all staff, both international and of UK nationality. Minority ethnic staff are 9.1% of those with UK nationality. Although there has been a small percentage increase in the proportion of female staff, men and women have remained more or less equally represented overall in the organisation. The percentage of disabled staff is of some concern, having dropped from an already low level of 2.5% of staff to the current 2%.

**Table 2 Minority ethnic staff, women and disabled staff 2005/06 – 2009/10**

| <b>Category</b>         | <b>% in 2006</b> | <b>% in 2007</b> | <b>% in 2008</b> | <b>% in 2009</b> | <b>% in 2010</b> |
|-------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Minority ethnic*</b> | 11.0%            | 10.4%            | 10.0%            | 10.7%            | 12.5%            |
| <b>Women</b>            | 49.6%            | 49.7%            | 49.7%            | 50.8%            | 50.6%            |
| <b>Disabled</b>         | 2.4%             | 2.4%             | 2.5%             | 2.1%             | 2.0%             |

*(known ethnicity; ethnicity data is not known/refused by 37 staff, or 2.4%, in 2009/10)*

The following is an update on the implementation of the action points from the 2007/08 equality monitoring report.

**Table 3 Report on action points from 2007/08 equality monitoring report**

| <b>Action point from 2007/08 report</b>   | <b>Progress made</b>   |
|---|--|
| 1. A group should be convened in HR to prioritise the recommendations set out below and plan for their implementation.  | The report and recommendations have been considered by Human Resources and by the equality committee.  |
| 2. To enable the data to be benchmarked with other comparable organisations and with the HESA overall data, the ethnicity data should be produced for the UK nationality staff separately from the overall UK/international staff together. | ✓ The data is now available for ethnicity profile of staff by UK nationality as well as for staff overall. Data for nationality is available.  |
| 3. There is an unusually large number of job applications for whom gender is unknown. This should be looked into to see why this is the case and to take action to improve the records.   | ✓ In 2010 there is more gender data available for job applicants than there was in 2007/08.  |
| 4. Analysis of data by grade in each staff group and by the equality strands of age, disability, ethnicity and gender should be considered.   | ✓ The data for administrative staff is reported in two groups, grades 1 – 5 and grades 6 – 10. Data for academic staff is reported separately for lecturers, senior lecturers, readers and professors. |
| 5. Analysis of data by Faculty and/or department in each staff group and by the equality strands of age, disability, ethnicity and gender should be considered.   | Due to restructuring of some sections, data is not reported on in this way for 2008/09 or 2009/10.   |
| 6. Analysis of data by terms of employment, for example permanent or fixed term contract; full-time/part time) by the equality strands of age, disability, ethnicity and gender should be considered.                                       | Partial. Data for contract type (fixed term/permanent) and full-time/part-time is reported by gender and by ethnic origin. A future report could include contract type by disability.                  |
| 7. Analysis of data by application and success rates for promotion (permanent and temporary) should be carried out by the equality strands of age, disability, ethnicity and gender.  | Partial. Gender data for non-academic re-gradings and for academic promotions is available.  |
| 8. Analysis of data for performance-related pay or bonuses should be carried out by the equality strands of age, disability, ethnicity and gender.  | Not included.  |
| 9. It would be helpful to separate out the data for senior lecturers from readers and carry out analysis relating to the four equality strands.   | ✓ Now included in the equality monitoring data and report.   |

|  |  |
|--|--|
| <p>10. The current wording of the question relating to asking staff for information regarding disability should be checked to ensure that it is comprehensive, in line with the legislation, and provides enough information for those who fall within the definition of the act to respond appropriately.</p> | <p>Pending confirmation.</p>   |
| <p>11. Efforts should be made to increase applications from disabled people. This relates to all staff groups.</p>   | <p>Pending confirmation regarding efforts made.</p>  |
| <p>12. Job application data should be provided for internal job applicants.</p>  | <p>Not included.</p>   |
| <p>13. Consideration should be given to how to record data for training applications and outcomes.</p>   | <p>✓</p>   |
| <p>14. The low overall reports of appraisals undertaken should be looked into and efforts made to increase appraisals carried out and reported on. The lack of records of appraisals for Black staff should be considered.</p>   | <p>There is still a low completion rate of appraisals. However, it is positive that Black staff were amongst those for whom appraisals have taken place.</p> |
| <p>15. As numbers are small for grievances and disciplinaries, in future reports it would be useful to amalgamate, say, three years grievance and disciplinary data together in order to see any areas of concern in relation to any equality grounds.</p>   | <p>Data is still produced covering an annual period. Pending decision regarding amalgamating data.</p>   |
| <p>16. Efforts should be made to increase the completion and central collation of exit interview forms and to collecting more detailed information regarding reason for leaving.</p>   | <p>Pending confirmation.</p>   |
| <p>17. As guidance is produced on monitoring sexual orientation and religion or belief, consideration should be given to following any good practice guidelines.</p>   | <p>We continue to look at ECU reports and guidance on this.</p>  |



|   |   |
|---|---|
| 18. Consideration should be given to the collection of data from staff on their carer responsibilities. As this is collected from job applicants, the collection of this would make that data more comprehensive and useful.  | Pending.  |
| 19. Monitoring the take-up of flexible working options would be useful for any analysis of carer responsibility data.   | Pending.  |
| 20. For future benchmarking with HESA and comparable institutions, consideration should be given to the staff group categories used for equality monitoring purposes. For example, HESA break down their data into 13 job categories and this should be looked into to decide if this is feasible for the College equality monitoring data. | ✓ The staff categories have been reviewed and revised. These are not reported on by the HESA 13 categories as these are not felt to be the most helpful. The categories are: academic; Admin 1 – 5; Admin 6 – 10; M&A; research; technical. |

## 2. PROGRESS ON EQUALITY MONITORING

The following sets out what we monitor in relation to our staff profile. This list of categories and our overall approach is based on the requirements of the previous legislation. The monitoring requirements of the Equality Act 2010 are not as specific, although the Equality and Human Rights Commission have drafted a Code of Practice on Employment which applies to the provisions in the Equality Act 2010 and this guidance sets out a recommended list of employment activities that they consider employers should monitor (EHRC 2010b). These are very similar to the previous requirements which were set out in greatest detail in relation to race (CRE, 2001, pp.73-74). Keeping to our previous format will therefore help us meet our legal requirements in terms of monitoring, be in line with good practice in employment generally and in relation to higher education, and also provide us with evidence to demonstrate how we are implementing our duties under the Equality Act.

For the first time, in addition to the ethnicity profile of all our staff, we present separately the ethnic profile of our staff with UK nationality for 2008/09 and 2009/10. This means that we will be able to benchmark our profile against HESA data and reports from other universities, as well as see how we compare against UK census data. Regarding the latter, although it is important to see how we reflect the UK population, it needs to be borne in mind that the recruitment pool for academic staff is international.

**Table 4 Progress towards equality monitoring requirements**

| <b>Category</b>  | <b>Data included in report</b>  |
|--|---|
| <b>Recruitment</b>   |   |
| Applications for employment (external and internal applicants)   | Data is available for external applicants.  |
| Numbers successful and unsuccessful at different stages of selection                                       | Data is available for applications made, those shortlisted, and appointments made.  |
| <b>Staff profile</b>   |   |
| Numbers of staff in post   | Reported by:<br>Age<br>Disability<br>Ethnic origin<br>Gender<br>Nationality.  |
| Numbers of staff in different departments or sections, level or grade, and type of work                    | Reported for different staff groups by<br>Age<br>Disability<br>Ethnic origin<br>Gender<br>Nationality<br><br>Data for academic staff reported by level and equality categories (age, ethnic origin, gender, nationality). |
| Representation of staff by pay   | Pay data is reported on separately from this report.  |
| Representation by terms of employment (for example, permanent or fixed term contract; full-time/part-time) | Reported for:<br>permanent/fixed term<br>full-time/part-time<br>by<br>Ethnic origin<br>Gender.  |
| <b>Training</b>  |   |
| Training – application rates and outcomes; nomination rates; numbers receiving training                    | Applications for FM training is available. Completion of generic, ADS, FM, and H&S training all available.  |
| <b>Progression and reward issues</b>   |   |
| Applicants for promotion   | Not available.  |
| Numbers promoted (including temporary promotion)   | Available for non-academic re-gradings and for academic promotions.   |
| Numbers successful and unsuccessful at different stages of the promotion process                           | Not available.  |

| Category  | Data included in report  |
|---|--|
| Appraisal mark distributions (performance evaluation ratings) | Not applicable.  |
| Distribution of performance-related pay or bonuses            | Not available.   |
| <b>Complaints, grievances and disciplinaries</b>              |  |
| Harassment and discrimination complaints                      | Data is available for grievances and for disciplinaries by age, disability, ethnicity and gender.        |
| Other grievances  |  |
| Disciplinary proceedings and decisions made                   |  |
| <b>Leavers</b>  |  |
| Leavers by job category                                       | Available by age, disability, ethnicity, fixed term/permanent, full-time/part-time, gender, nationality. |

### 3. NATIONALITY

Around three quarters of the staff are of UK nationality and the remainder are drawn from sixty other nationalities in 2010, and fifty seven in 2009. This varies across the different job categories, with academic and research having the highest percentage of non-UK nationality staff.

**Table 5 Staff by UK or non-UK nationality, 2009/10**

| Nationality | Academic | Admin 1-5 | Admin 6 - 10 | M&A   | Research | Technical | Total |
|-------------|----------|-----------|--------------|-------|----------|-----------|-------|
| UK          | 68.2%    | 89.8%     | 82.5%        | 83.0% | 51.9%    | 89.1%     | 76.8% |
| Non-UK      | 31.8%    | 10.2%     | 17.5%        | 17.0% | 48.1%    | 10.9%     | 23.2% |

**Table 6 Staff by UK or non-UK nationality, 2008/09**

| Nationality | Academic | Admin 1-5 | Admin 6 - 10 | M&A   | Research | Technical | Total |
|-------------|----------|-----------|--------------|-------|----------|-----------|-------|
| UK          | 67.7%    | 88.3%     | 84.1%        | 87.3% | 46.1%    | 87.1%     | 76.0% |
| Non-UK      | 32.3%    | 11.7%     | 15.9%        | 12.7% | 53.9%    | 12.9%     | 24.0% |

## **4. STAFF BY CONTRACT**

### **4.1 Full-time/part-time**

Around a quarter of staff are on part-time contracts (24.6% in 2010, 22.5% in 2009). Of those working part-time, nearly three-quarters are women. Looking at this another way, 35.4% of women are on part-time contracts and 13.4% of men are on part-time contracts.

The staff group with the highest percentage of part-time workers is M&A, with 48.8%, followed by Admin 1 - 5, where 44.1% of the staff are part-time. Academic jobs are the type with the lowest percentage of part-time staff, with only 9.9% of academics on part-time contracts.

A higher percentage of minority ethnic staff are on part-time contracts compared with White staff (29.9% compared with 23.6%). A slightly higher percentage of the minority ethnic staff working part-time are female compared with the percentage of white staff who are female (78.2% of the minority ethnic staff working part-time compared with 72.8% of the white staff working part-time).

Around 40% of leavers in each of the past two years were on part-time contracts, ranging across all job categories.

### **4.2 Fixed term/permanent**

Just under 15% of staff are on fixed term contracts. Women are a slight majority and are 53.6% of those on fixed term contracts. Staff on permanent contracts are fairly even in terms of gender (51.1% are women and 49.9% are men).

By far the job category with the highest percentage on fixed term contracts is research – 78.3% of research staff in 2010 are on fixed term contracts. This reflects the nature of research work, as it aligns with the fixed timescale of a research grant. The next highest is Admin 6 - 10, where 17% of staff are on fixed term contracts. Technical staff have the lowest percentage, at 1.6%.

Minority ethnic staff are a relatively high percentage (23.5%) of those on fixed term contracts. This compares with minority ethnic staff being 10.7% of those on permanent contracts and being 12.5% of staff overall.

In each of the past two years, 43% (in 2009) and 46% (in 2010) of leavers were on fixed term contracts, again ranging across all jobs categories.

## **5. SENIOR MANAGEMENT**

The majority of the senior management (36 posts in 2008/09, 38 in 2009/10) are male, and about 80% are of UK nationality, all of whom are White. They are in the age groups from 31-40 up to 61 and above. All are on permanent contracts and all are full-time.

Women form just under a third (31.6%) of the senior management posts in 2009/10, just slightly more than in 2008/09 (30.6%).

## 6. GENDER

Gender data is available for all staff.

### 6.1 Staff profile - gender

There are almost equal proportions of men and women staff in the College. During the last two years this has shifted to a slight majority of female staff. However, this difference is very small and the situation has been relatively stable over the last five years. This is broadly in line with the HESA data which, although they report women in a majority, is just slightly higher, at 53.6% in all HEIs.

**Table 7 Percentage of female staff since 2005/06, benchmarked with HESA**

| Category                  | % in 2006 | % in 2007 | % in 2008 | % in 2009 | % in 2010              |
|---------------------------|-----------|-----------|-----------|-----------|------------------------|
| <b>Women staff – RHUL</b> | 49.6%     | 49.7%     | 49.7%     | 50.8%     | 50.6%                  |
| <b>Women staff – HESA</b> | 53.0%     | 53.1%     | 53.2%     | 53.6%*    | Data not yet available |

\* The HESA data is from the Equality Challenge Unit's annual report *Equality in Higher Education statistical report, 2010 (ECU 2010b)*

The balance of men and women varies in different staff groups. Table 8 below shows the percentages of men and women in each broad staff group, from 2007/08 up to 2009/10, compared with the HESA data. This shows a notably lower percentage of women in academic and research roles in Royal Holloway compared to the HESA data, whereas our figures for admin, manual and technical are broadly the same as the HESA data.

As in previous years, there are variations in the balance of men and women by staff group. The highest proportion of women is in the Admin 1 – 5 group. The lowest is in the technical and academic staff (see Figures 1 and 2 overleaf for the data for the past two years).

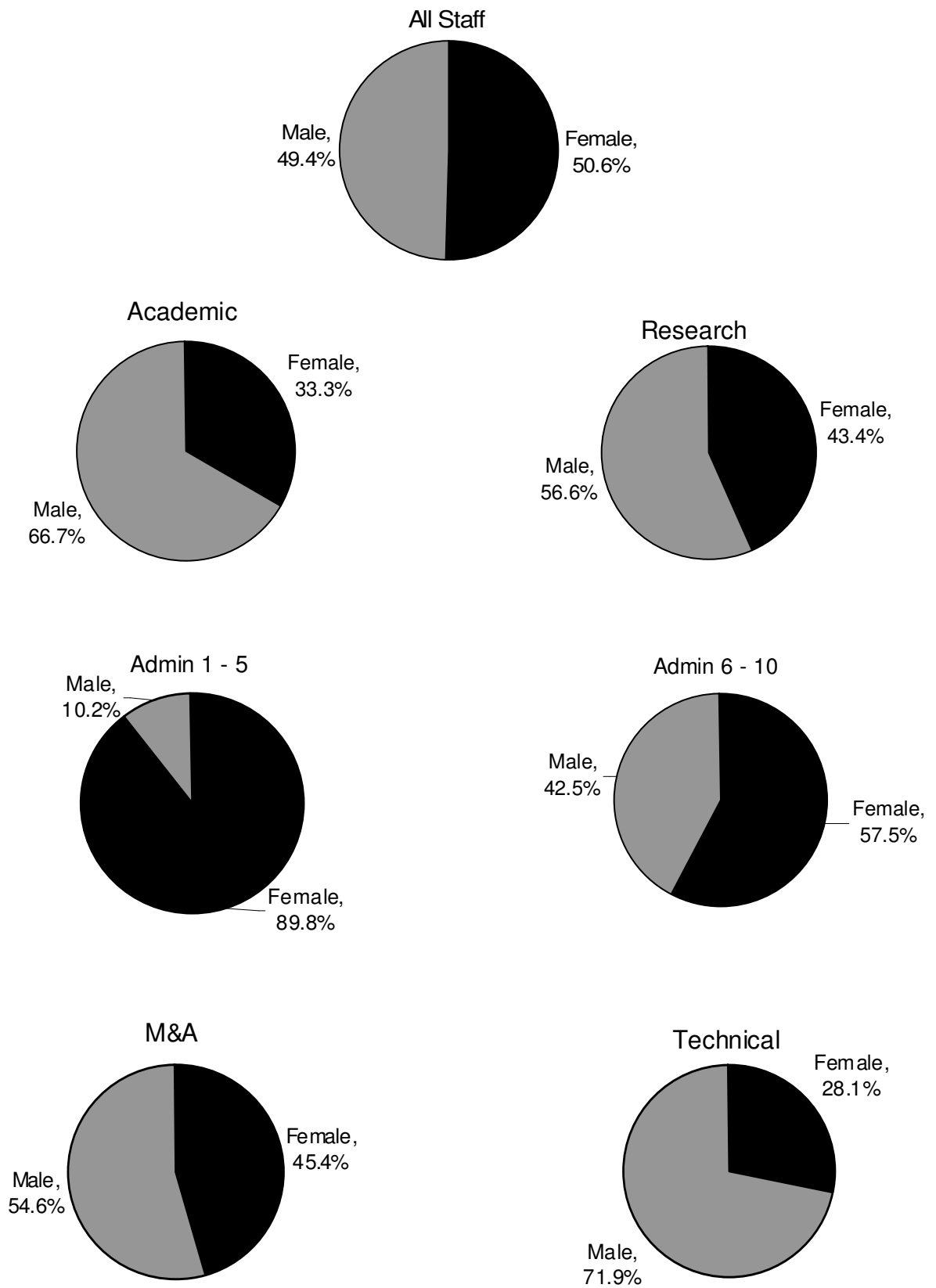
**Table 8 Percentage of female staff by staff group, benchmarked with HESA**

| Staff group                           | % Royal Holloway female staff |         |         | % HESA Statistics for female staff <sup>4</sup> |
|---------------------------------------|-------------------------------|---------|---------|---|
|                                       | 2009/10                       | 2008/09 | 2007/08 | HESA 2008/09                                    |
| <b>Academic and research</b>          | 35.4%                         | 37.2%   | 34.7%   | 43.4%   |
| <b>Professional and Support staff</b> | 61.1%                         | 61.1%   | 61.0%   | 62.5%   |

<sup>4</sup> HESA define academic staff as those responsible for planning, directing and undertaking academic research and teaching in HEIs. This may also include vice-chancellors, principals, and clinical and healthcare professionals who undertaken teaching or research activities. They define professional and support staff and those who do not have an academic employment function, such as managers, non-academic professionals, student welfare workers, cleaners, caterers and secretaries.

# Staff profile in each job type – 2009/10

## Figure 1 Staff by gender and staff group 2009/10



## Staff profile in each job type – 2008/09

Figure 2 Staff by gender and staff group, 2008/09

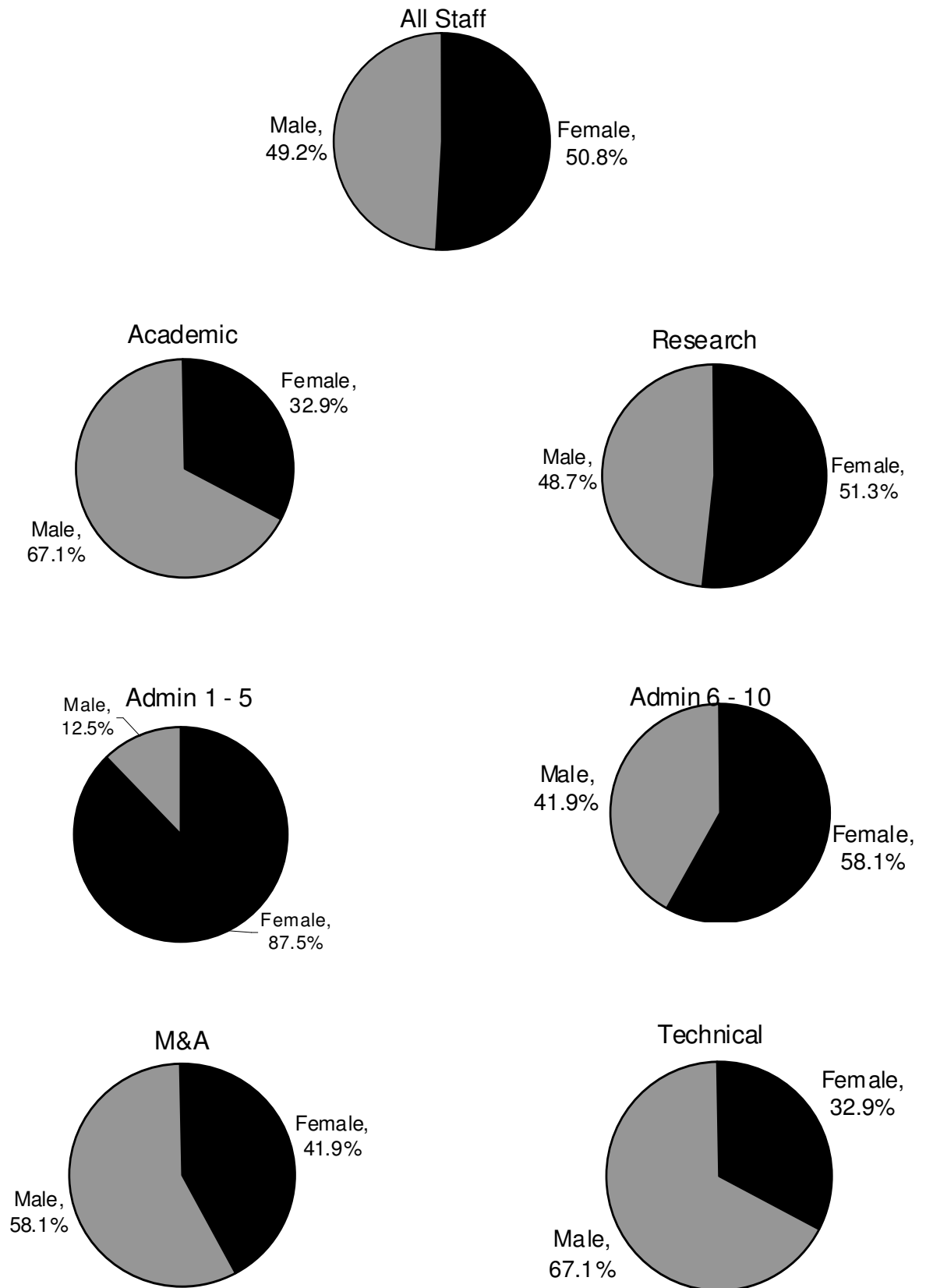


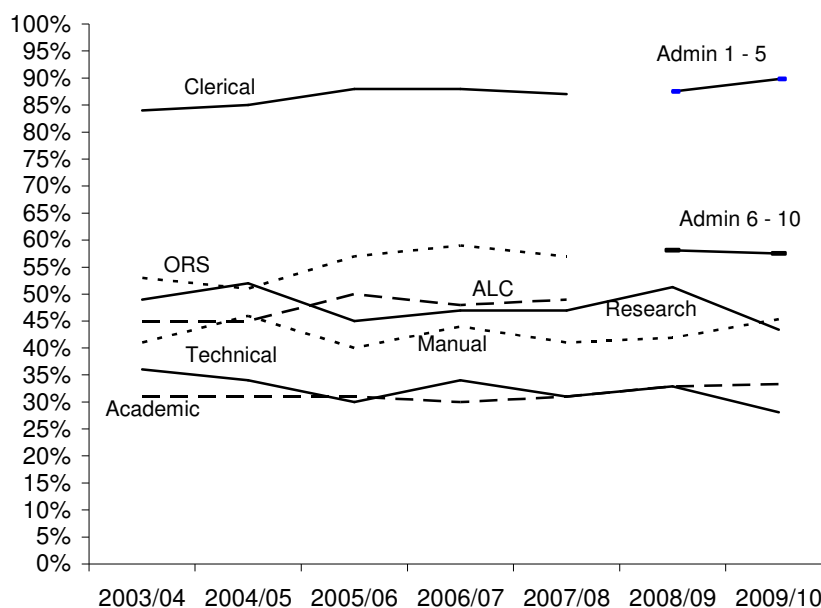
Figure 3 shows the percentage of men and women in each staff group between 2003/4 and 2009/10. From 2008/09 onwards, there was some restructuring and clerical and ALC posts are now categorised as either Admin 1 – 5 or Admin 6 – 10. They are not therefore directly comparable but are shown in the figure for the historical record.

Over the whole period there has been a slight increase in the representation of women in the academic roles, from 31% to the current 33%. On the other hand, the percentage of women in research posts has decreased, from a high of 52% in 2004/05 to the current 43%.

The percentage of women in technical posts has reduced, from 36% in 2003/04 to 28% in 2009/10.

Now that the admin posts are in two batches, 1 - 5 and 6 - 10, there is a noticeable difference in representation of women who are 90% of those at the lower end (1 - 5) and 58% of those at the higher end (6 - 10). This has been more or less the same position for the last two years.

**Figure 3 Percentage of women in each staff group 2003 to 2010**



### Gender - Academic staff

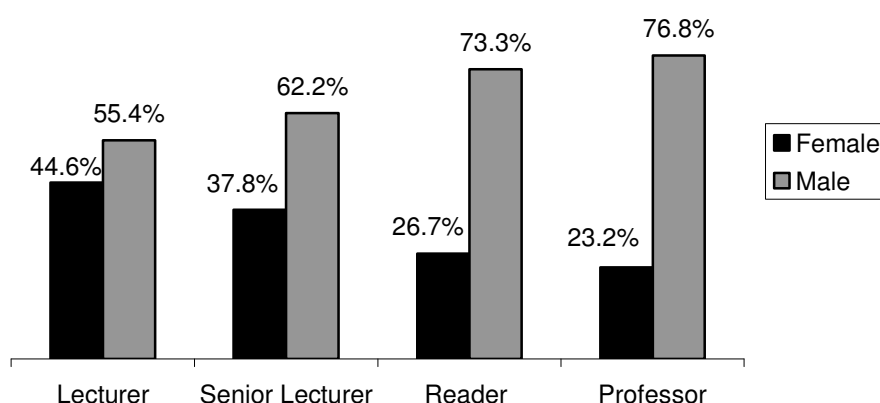
Overall, women form 33% of academic staff, taking the figures from lecturer through to professor level as a whole. This is lower than the overall HESA figure of 43%, although it would be necessary to look at the subjects offered and compare the percentages within these to those nationally before making definitive statements about overall under-representation.

The percentage of women is highest at the lecturer level and lowest at professor, although it should be noted that for the third year in a row there has been a slight increase in the percentage of women at professor level.



The data for 2009 and 2010 data separates out, for the first time in the annual equality monitoring report, the senior lecturer data from the reader data and this shows a higher percentage of women at senior lecturer compared with reader in both years and the percentage of women amongst the readers decreasing in 2009/10.

**Figure 4 Gender profile of academic staff, 2009/10**



**Table 9 Female academic staff at different levels, 2005/06 to 2009/10**

| % Female academic staff    | 2005/06 | 2006/07 | 2007/08 |                 | 2008/09 | 2009/10 | RHUL 2009/10 | HESA statistics 2008/09 |
|----------------------------|---------|---------|---------|-----------------|---------|---------|--------------|-------------------------|
| Lecturer                   | 46.2%   | 39.3%   | 41.2%   | Lecturer        | 44.4%   | 44.6%   | 38%*         | 46.1%*                  |
| Senior Lecturer and Reader | 35.2%   | 37.1%   | 36.5%   | Senior lecturer | 36.8%   | 37.8%   |              |                         |
|                            |         |         |         | Reader          | 29.5%   | 26.7%   |              |                         |
| Professor                  | 18.6%   | 17.8%   | 19.7%   | Professor       | 22.9%   | 23.2%   | 23.3%        | 18.7%                   |

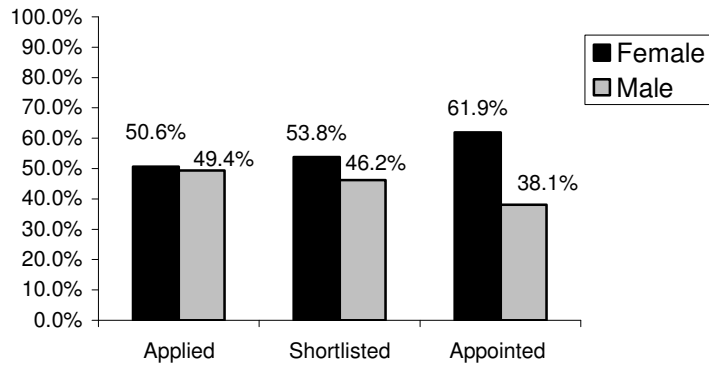
\* HESA report data relating to academic staff as 'professor' and 'non-professor'. The RHUL data is included in this format for comparison purposes, as well as broken down into the individual categories in the previous column.

The ECU report for 2010 does not break down the academic levels further than 'professor' and 'non-professor' (ECU, 2010b). The percentage of women professors at Royal Holloway is higher than the overall HESA figure of 18.7%. For 'non-professorial' academics, 38% at Royal Holloway are female, compared to 46% in the HESA overall figures.

## 6.2 Recruitment and selection – gender

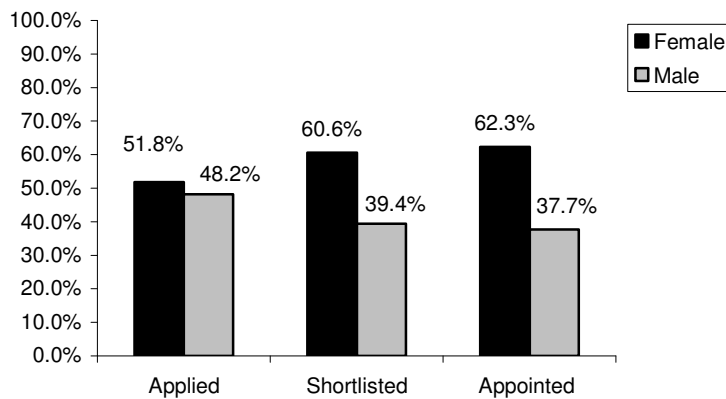
Overall, there were broadly equal numbers of male and female applicants but women were more successful than men at shortlisting and interview stages and in most job categories (with some exceptions but where the figures are not significant). This has been the same for the past two years (see Figures 5 and 6). As in previous years, the gender profile of applicants, and success rates, varies across staff groups, as seen in Figures 7 and 8. In particular, the success rate for male applicants for Admin 1 – 5 posts was relatively low.

**Figure 5 All job applicants and success rates by gender, 2009/10**



*Based on 4914 applicants (gender data unknown for an additional 113 applicants)*

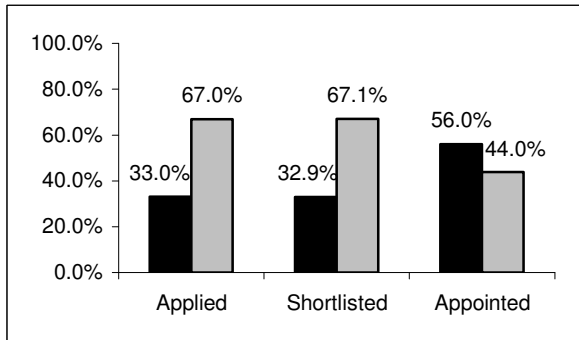
**Figure 6 All job applicants and success rates by gender, 2008/09**



*Based on 4784 applicants (gender data unknown for an additional 204 applicants)*

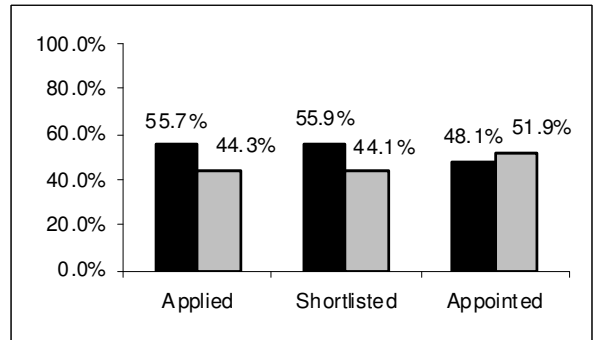
**Figure 7 Applicants for different job types, 2009/10**

■ Female    ■ Male



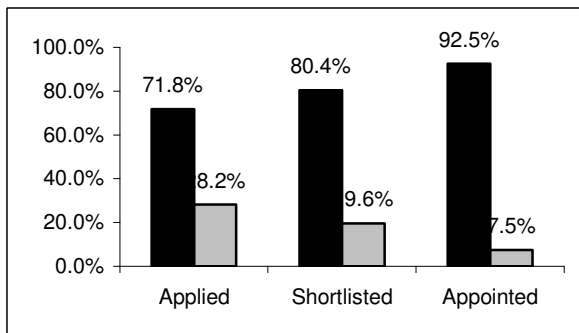
**Academic posts**

*Based on 1293 applicants (gender data unknown for an additional 47 people)*



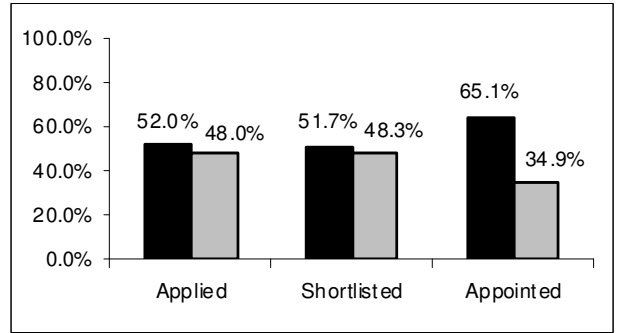
**Research posts**

*Based on 6103 applicants (gender data unknown for an additional 15 people)*



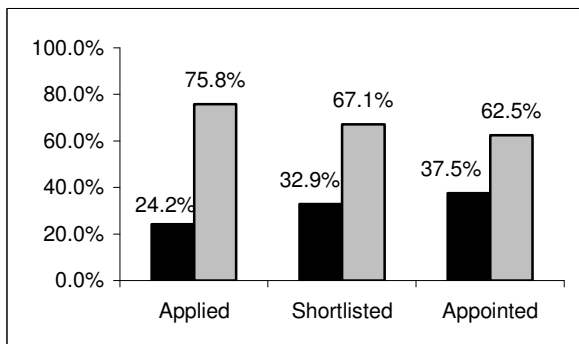
**Admin 1 – 5**

*Based on 1362 applicants (gender data unknown for an additional 18 people)*



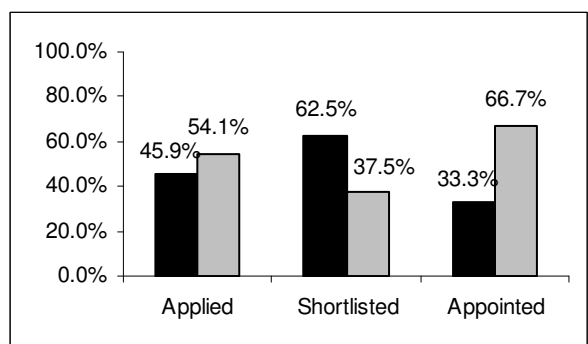
**Admin 6 – 10**

*Based on 939 applicants (gender data unknown for an additional 25 people)*



**M & A**

*Based on all 331 applicants*

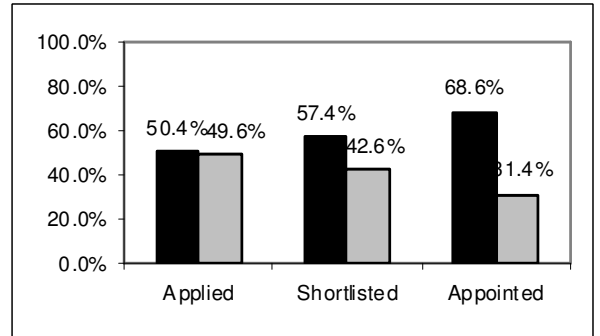
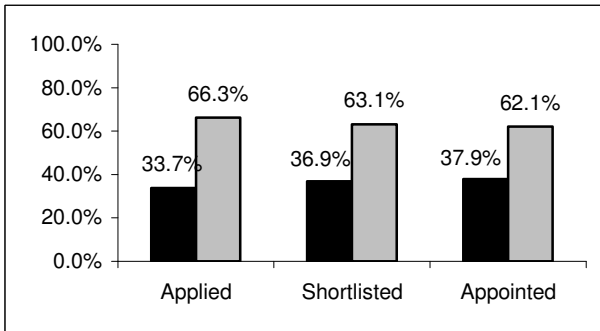


**Technical**

*Based on 379 applicants (gender data unknown for an additional 8 people)*

**Figure 8 Applicants for different job types, 2008/09**

■ Female    ■ Male

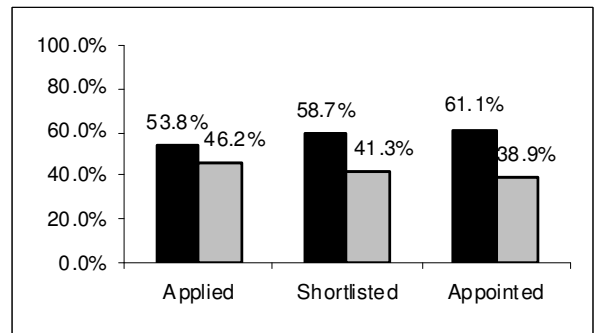
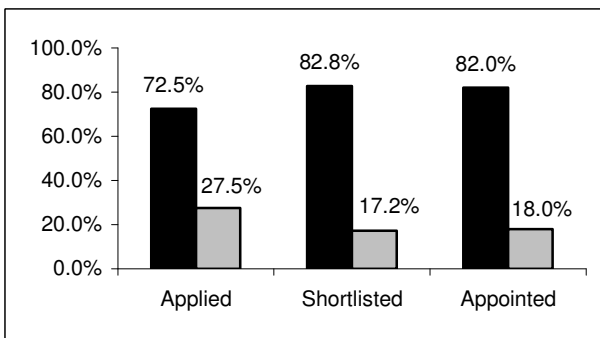


**Academic**

*Based on 1002 applicants (gender data unknown for an additional 63 people)*

**Research**

*Based on 746 applicants (gender data unknown for an additional 46 people)*

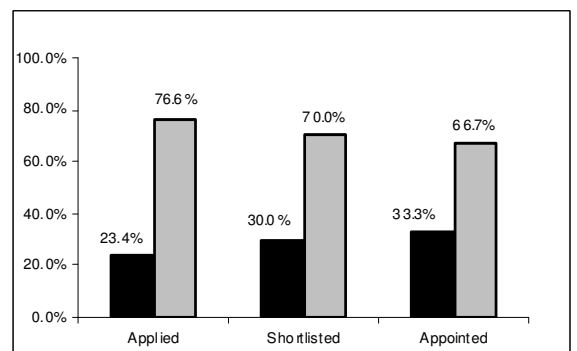
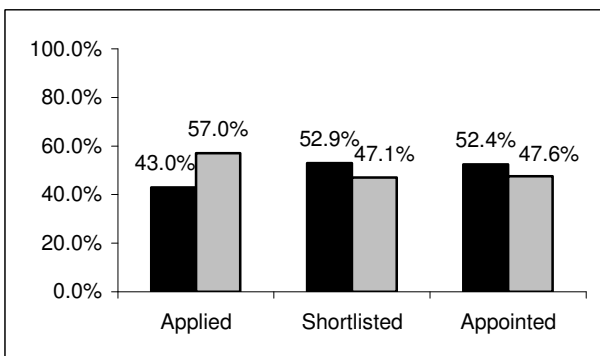


**Admin 1 - 5**

*Based on 1145 applicants (gender data unknown for an additional 13 people)*

**Admin 6 - 10**

*Based on 1479 applicants (gender data unknown for an additional 38 people)*



**M & A**

*Based on 228 applicants (gender data unknown for an additional 26 people)*

**Technical**

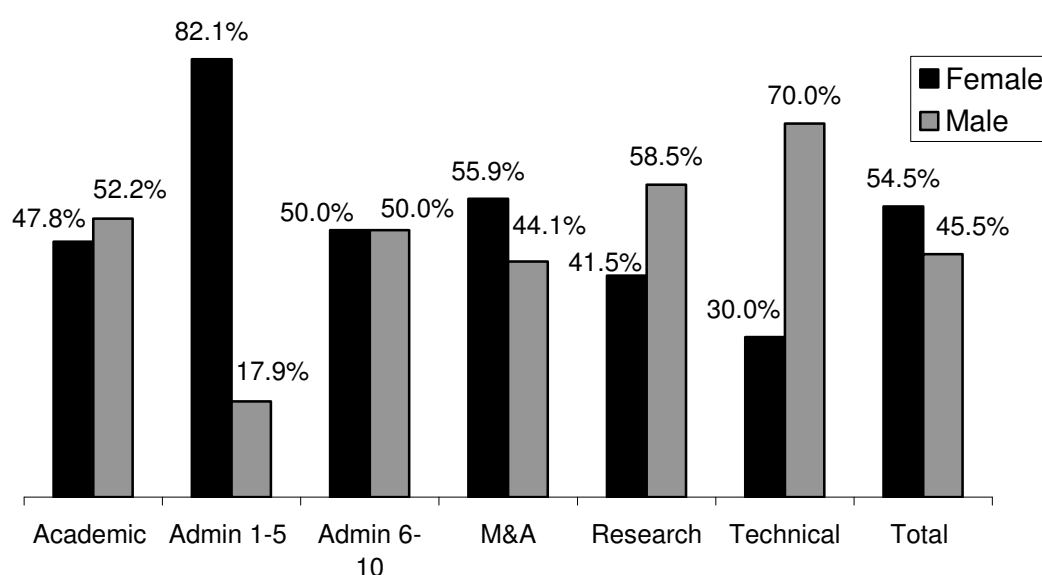
*Based on 184 applicants (gender data unknown for an additional 18 people)*

### 6.3 Starters

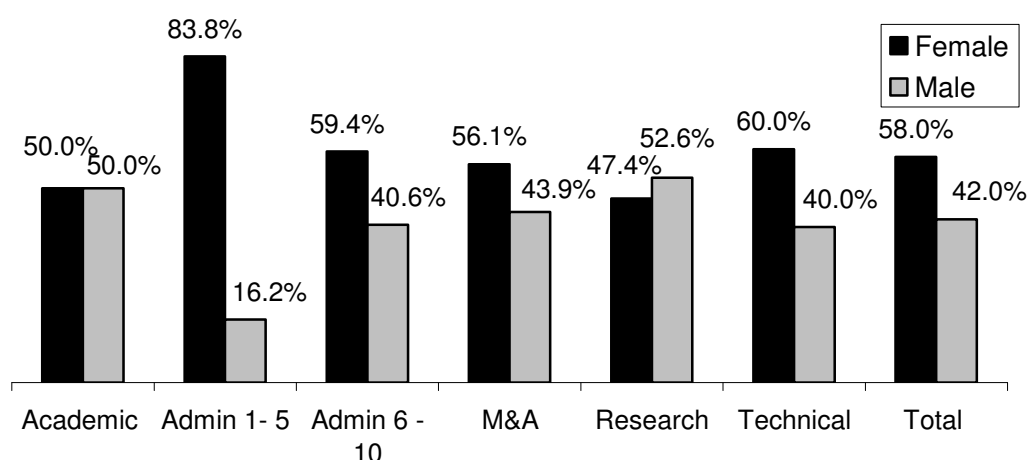
Women were over half of the starters in 2009/10, which is around the same as in the previous two years.

The gender profile of new starters varies according to job category, with the highest percentage of women starters being in Admin 1 - 5 posts, i.e. forming 82.1% of starters in those posts. In contrast, in the technical roles men are the majority, at 70%, which is the reversal of 2008/09, when women were 60% of starters in technical roles. The rest are generally even in profile, with the exception of research roles where men are a higher percentage, at 58.5% appointed into those roles, although the difference was less marked in 2008/09.

**Figure 9 New starters by gender by staff group, 2009/10**

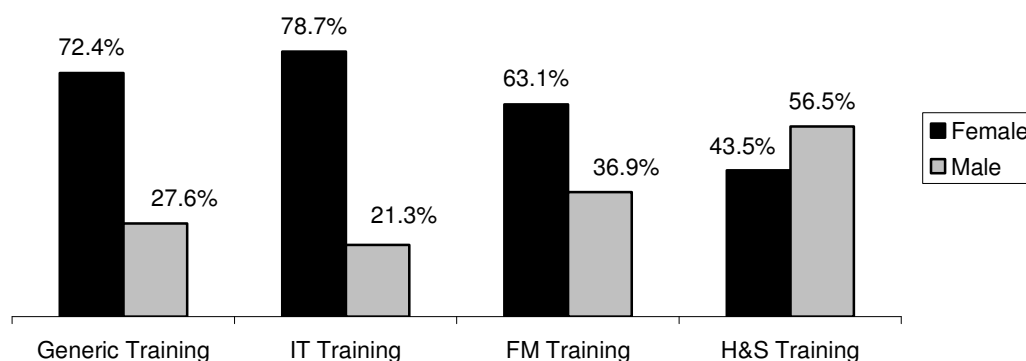


**Figure 10 New starters by gender by staff group, 2008/09**



## 6.4 Training

**Figure 11 Take-up of training by men and women, 2009/10**



As in 2007/08, a higher percentage of the generic training completed was by women (72.4% in 2009/10 and 64.6% in 2008/09, up from the already high 58.4% in 2007/08) and the majority taking up IT training were women. Although the generic training figures to some extent reflect a high take-up of training by staff in the job categories where there is a relatively high percentage of women, a much higher percentage of women than men in the academic roles took up the generic training opportunities, whereas take-up of ADS training by academic staff was in line with the gender mix of the academic staff.

Although a higher percentage of men than women undertook H&S training in both reporting years, this was around the same percentage as in 2007/08 and does not show a major change of emphasis.

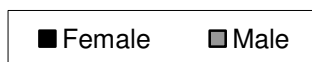
FM training was requested by staff in the three job categories Admin 1 – 5, Admin 6 – 10 and M&A. About three quarters of those who requested this training in 2009 were women, and over half in 2010 were women. At 53% in 2009/10, women were a lower percentage of those that requested this training than their overall figure of 64% in these job categories. On the other hand, in the previous year, 2008/09, the percentage of women requesting this training was 10% higher than their percentage in these job categories. Actual completion of FM training in the two last years is also higher by women, with just slightly over half of those completing training in 2008/09 being female, and 63% in 2009/10.

## 6.5 Appraisals

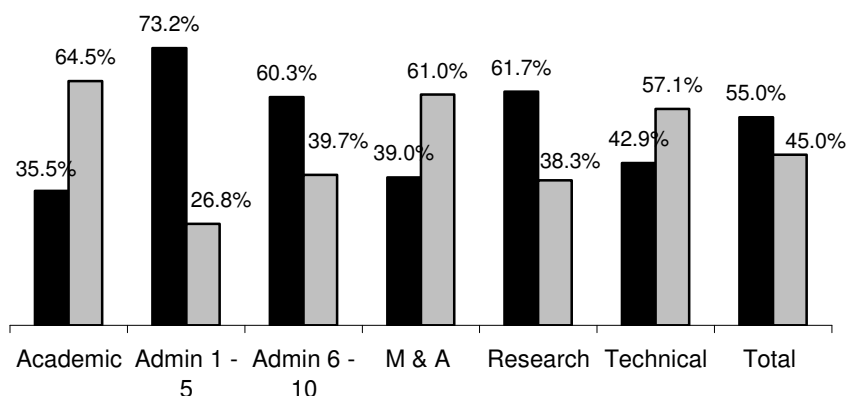
The mix of men and women who were appraised in both the last two years is reasonably representative of their overall percentage in the organisation. Of the 340 appraisals which took place, 53.8% and 49.3% were of female staff in 2010 and 2009 respectively. Taking the two years combined, the mix of men and women receiving appraisals is also reasonably spread out over the different job categories. However, the overall low percentage of appraisals taking place is commented on in section 12 below.

## 6.6 Leavers

Just over half of the leavers in the last two years were women. As in previous years, the gender composition of those leaving in each staff group varies, but broadly reflects the balance of men and women in each group.

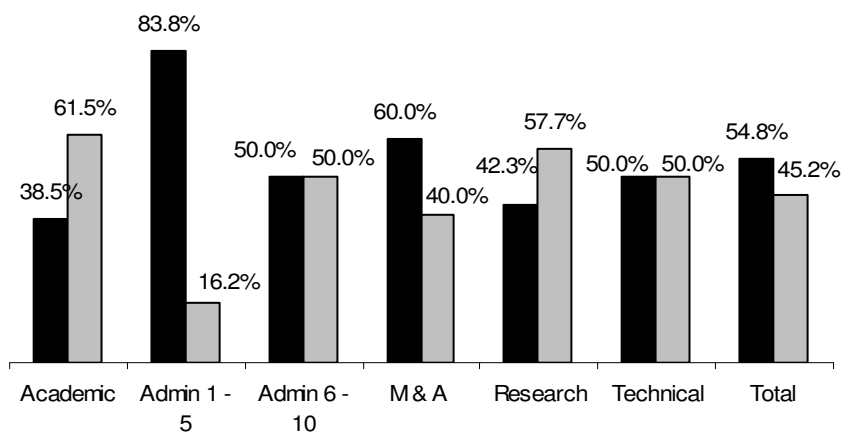


**Figure 12 Leavers by gender, 2009/10**



*Note: Total number of leavers = 242*

**Figure 13 Leavers by gender, 2008/09**



*Note: Total number of leavers = 221*

## **6.7 Promotions and re-gradings**

### **6.7.1 Non-academic re-gradings**

The non-academic re-gradings include Admin grades, technical posts. In addition, research staff are included. Staff on academic contracts are reported on separately below.

As overall numbers are small, we have combined the data for non-academic re-gradings for the two years for which data has been supplied, 2008/09 and 2009/10. Overall, 16 staff were re-graded (56% of these were men, 44% women). Notably, 83% (5) of those re-graded in research posts over the period of the two years were men.

### **6.7.2 Academic promotions**

At 65% men, and 35% women, the overall percentage of academic promotions (60 staff during the past two year period) reflects the balance of male and female academics. Looking at each level in more detail shows that this mix remains constant, with the exception of reader to professor promotions, which shows a majority of women. Most notable is the lecturer to reader promotion data, which are all men (9 people).

## **6.8 Maternity**

A total of 24 women went on maternity leave on or after 01/09/2007 and returned to work on or before 31/08/2009. Data is available for what they decided to do on return, and what their situation was at the end of 2010.

Straight after return, over 50% (13) had been full-time and returned on full-time; 21% had been on part-time and returned on part-time; and 17% had been on full-time prior to maternity leave and returned on part-time. Two out of the 24 staff resigned and did not return after maternity leave.

By the end of 2010, a further woman who had been on a full-time contract had reduced her hours. One returnee had initially reduced her hours, and then increased them to a higher percentage.

Overall, of the 24 women who went on maternity leave and returned in the period noted above, several who had been full-time were still employed by the College at end December 2010. An additional 5 took the opportunity to reduce their hours, either immediately on return from maternity leave, or in a matter of months afterwards, and were still employed by the College at the end of 2010. This data reflects the importance for staff retention of having the flexibility to change hours not only immediately on return from maternity leave, but also thereafter, to accommodate changing circumstances.



## **7. ETHNICITY**

Ethnicity data is available in 2010 for 97.6% of staff, with 37 staff for whom this is unknown/refused. This is a slightly higher number and percentage of staff for whom ethnicity data is unknown compared with the previous two years, however it is still a reasonably low percentage and its absence does not affect the validity of the data analysis.

In 2008/09 and 2009/10, ethnicity data is available for UK and international staff and we can now also report the ethnicity profile of staff with UK nationality. This means that the profile data can be compared with HESA reports from the Equality Challenge Unit who report the ethnicity data in these two ways.

In this report we sometimes use the known ethnicity figures for UK and international staff combined and sometimes for the UK staff only, but this distinction is made known in the text.

### **7.1 Staff profile - ethnicity**

There are 12.5% (184) minority ethnic staff in the College overall at end 2009/10. This is a higher percentage than the HESA overall figure of 10.4% and is an increase from 2008/09 when there were 10.7% (158) and from 2007/08 when there were 10% (142).

In 2010 there is a slightly higher percentage of women in the minority ethnic staff group compared with the White staff group (53.8% compared with 50.8%). There are also differences across ethnic groups. The Black staff group has the highest percentage of women (68% of Black staff are women), whilst the Asian group has the lowest (44% of the Asian group are women).

According to the latest figures, the staff group with the highest percentage (17.7%) of minority ethnic staff is research, and the group with the lowest (9.5%) is the technical staff.

Of the staff with UK nationality, 9.1% (103) are of minority ethnic origin. This compares with the HESA overall figure of 6.7% and is an increase from 7.4% (83) in 2008/09. Of the staff with UK nationality, there is a higher percentage of minority ethnic staff amongst the academic and research grades combined compared to the admin, M&A and technical staff groups combined.

Of the staff with UK nationality, the group with the highest percentage of minority ethnic staff are academic (10.2%) and the group with the lowest are technical (5.4%) – see figure 17.

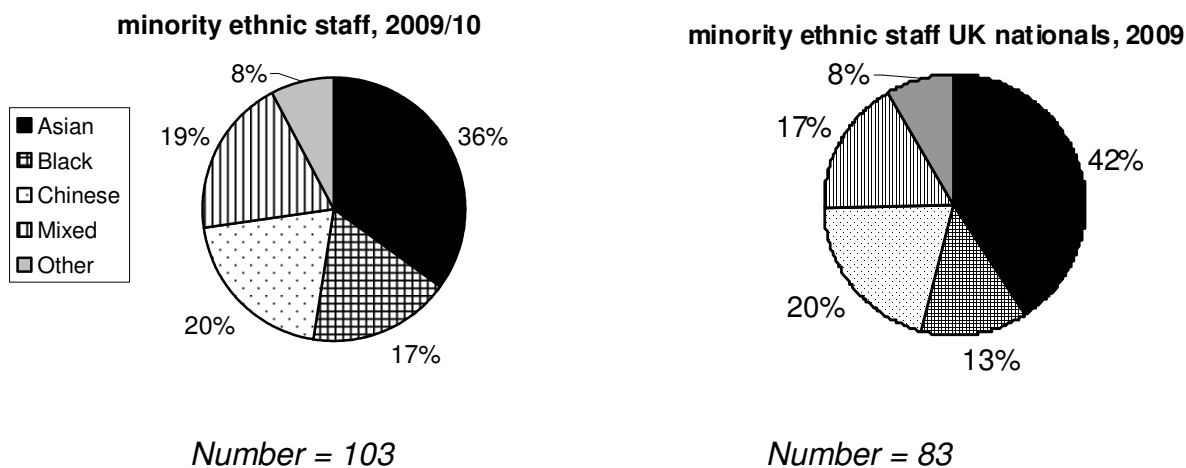
Minority ethnic staff are composed of a range of ethnic groups and include staff of Asian, Chinese, Mixed, Black and other ethnic origin. The minority ethnic group with the highest percentage is the Asian category.

**Figure 14 All minority ethnic staff by ethnic group**



**UK nationals**

**Figure 15 UK national minority ethnic staff by ethnic group**



**Table 10 UK and international minority ethnic staff 2007/08 to 2009/10**

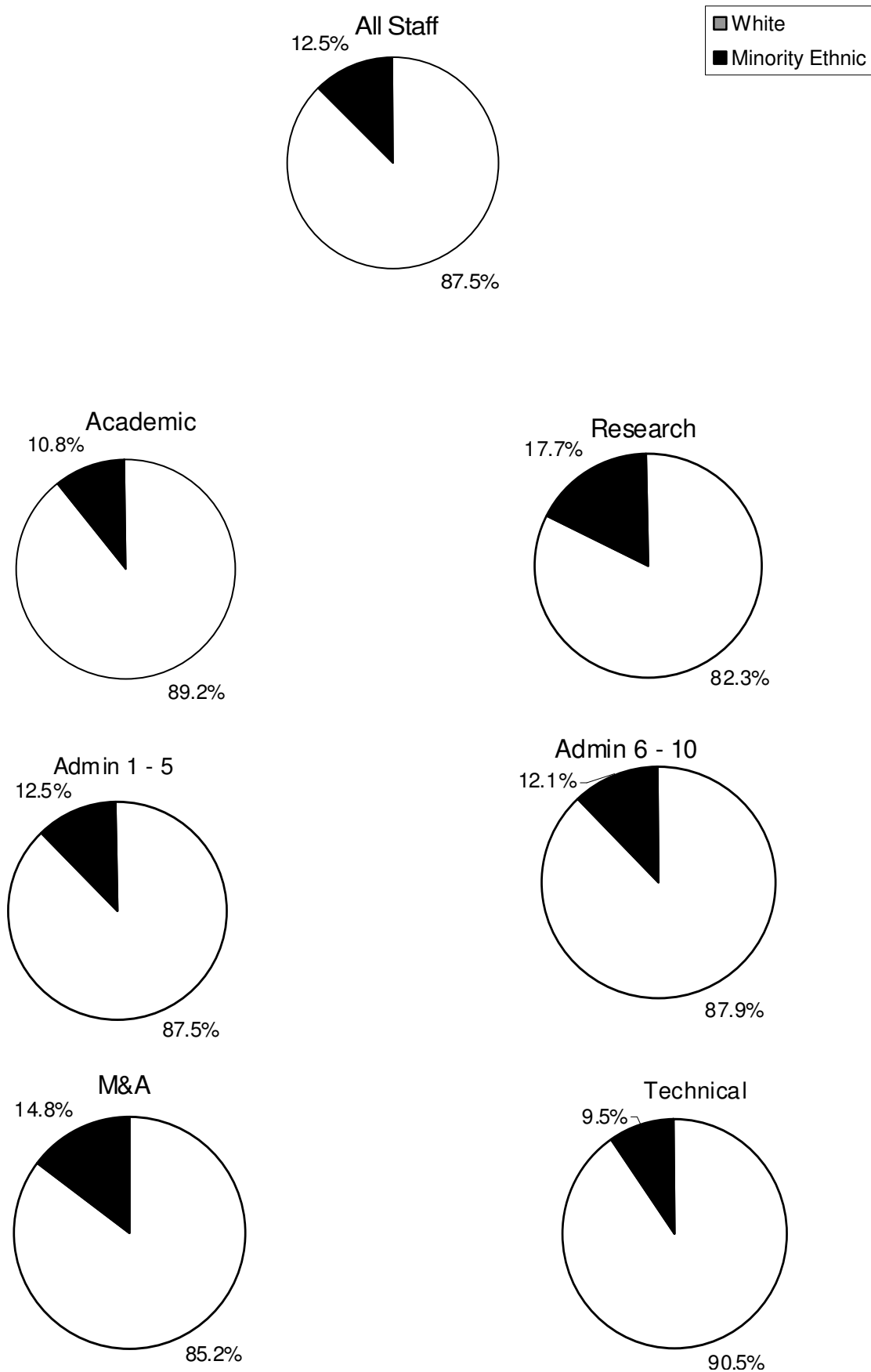
| Staff group              | % Royal Holloway minority ethnic staff (UK and international) |         |         |
|--------------------------|---|---------|---------|
|                          | 2009/10   | 2008/09 | 2007/08 |
| Academic and research    | 12.2%   | 12.5%   | 10.4%   |
| Admin, M&A and technical | 12.7%   | 9.3%    | 9.7%    |

**Table 11 UK minority ethnic staff 2008/09 and 2009/10**

| Staff group              | % Royal Holloway minority ethnic staff (UK nationality) |         | HESA data |
|--------------------------|---|---------|-----------|
|                          | 2009/10   | 2008/09 | 2008/09   |
| Academic and research    | 10.1%   | 9.6%    | 6.7%      |
| Admin, M&A and technical | 8.5%  | 6.2%    | 6.6%      |

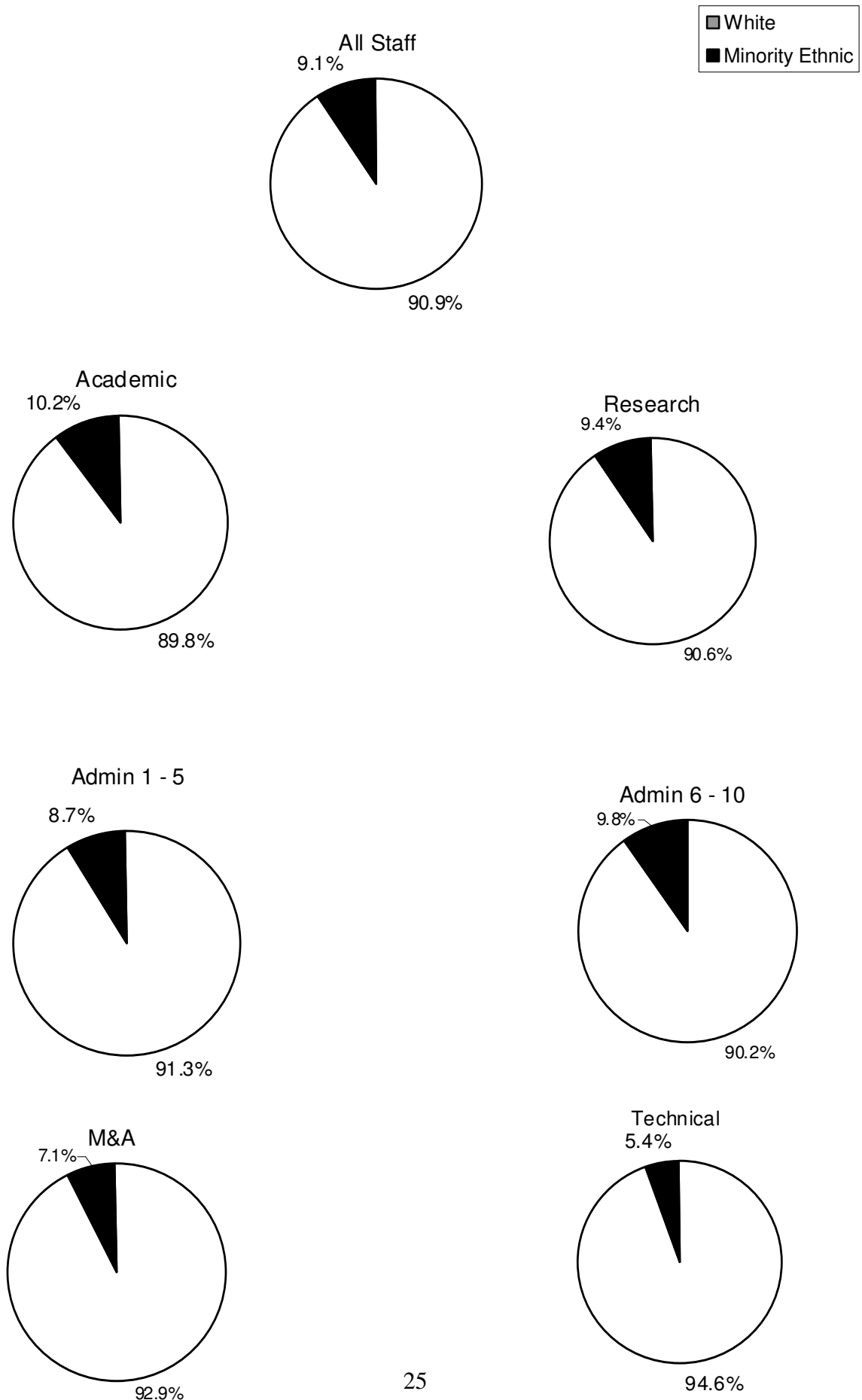
# Staff Profile in each job type – 2009/10 – All Staff

## Figure 16 Ethnicity by staff group, all staff, 2009/10



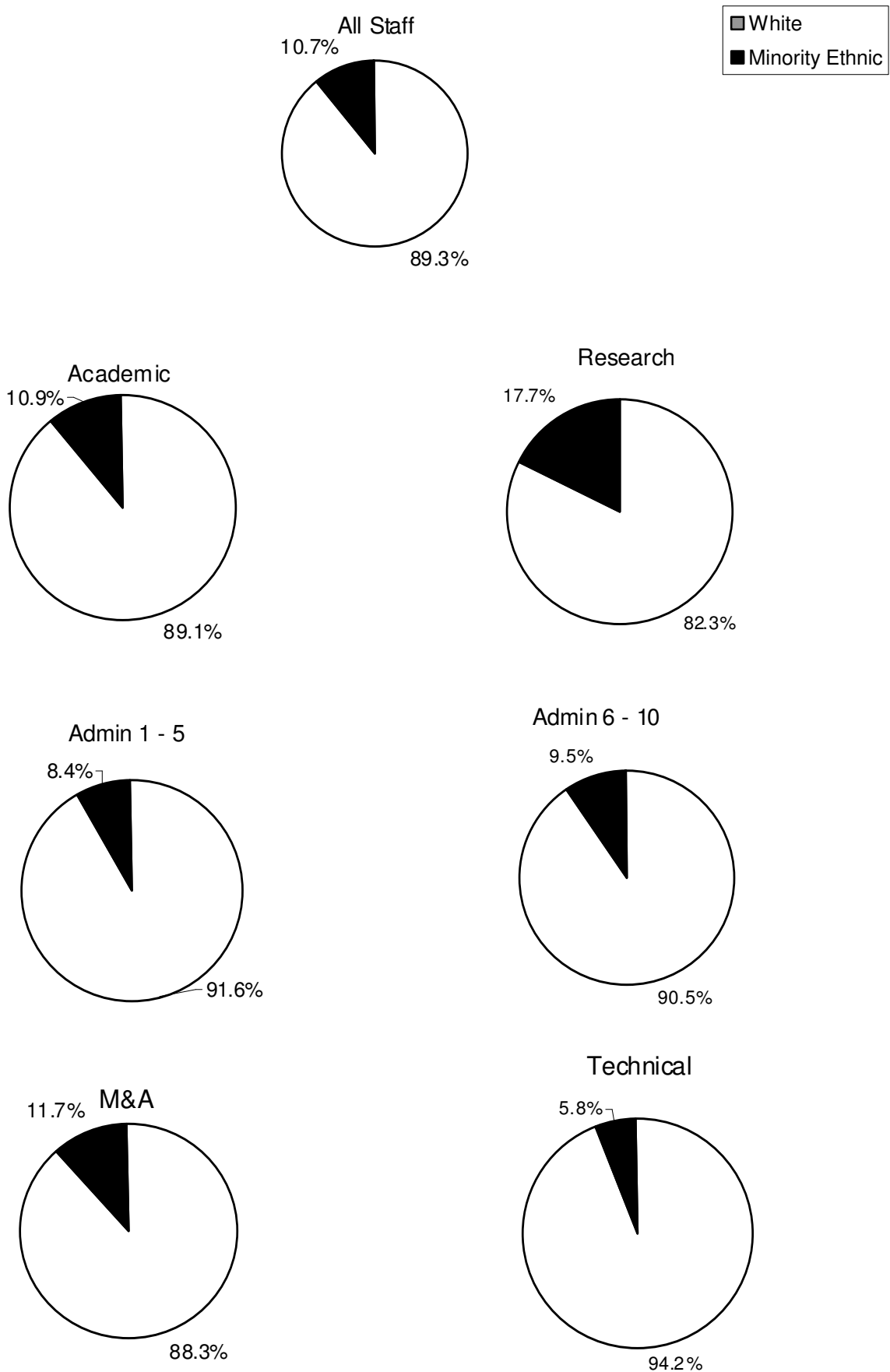
# Staff Profile in each job type – 2009/10 – UK nationality staff

## Figure 17 Ethnicity by staff group, UK nationality staff, 2009/10



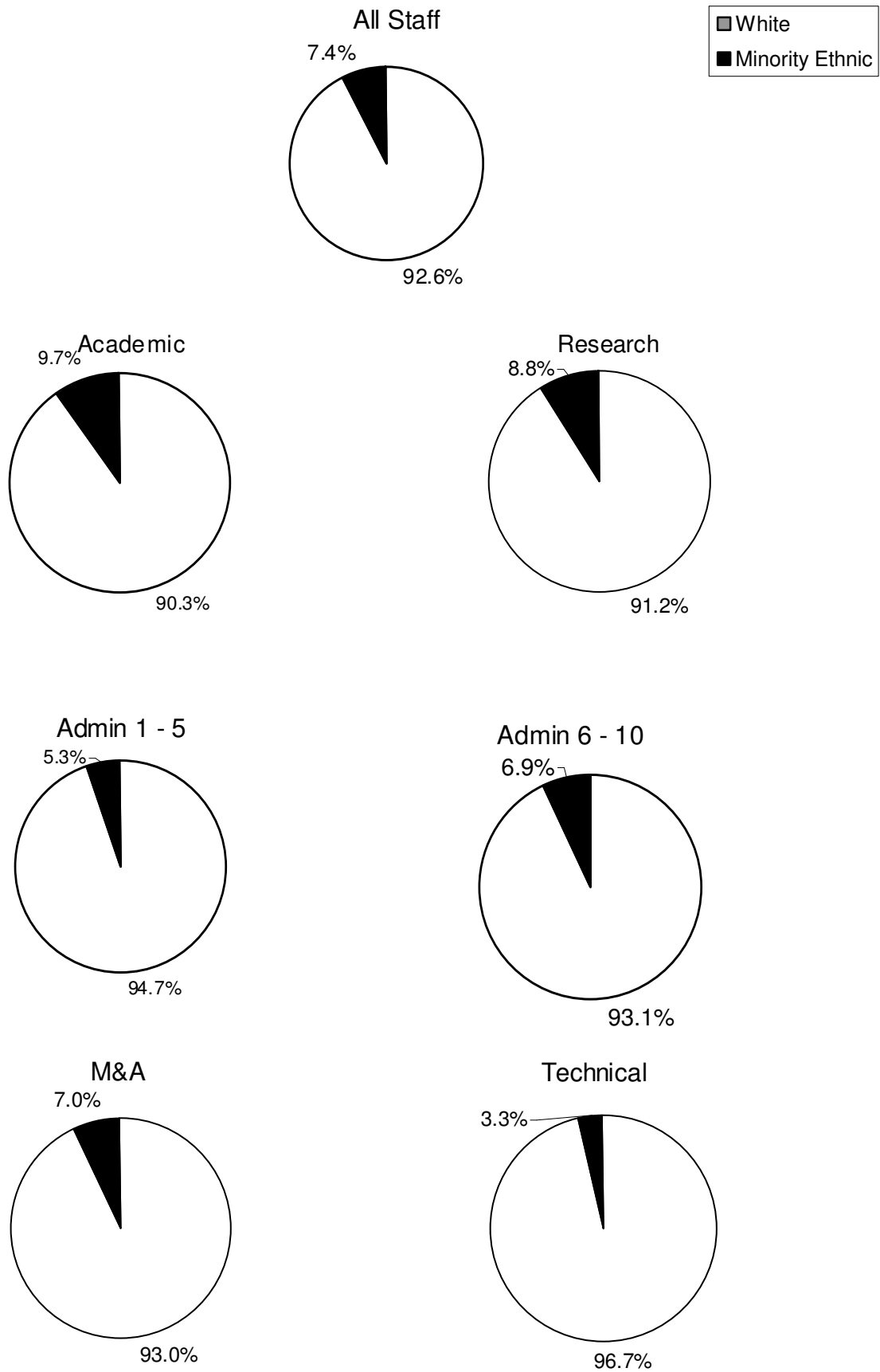
# Staff Profile in each job type – 2008/09 – All staff

## Figure 18 Ethnicity by staff group, all staff 2008/09



# Staff Profile in each job type – 2008/09 – UK nationality staff

## Figure 19 Ethnicity by staff group, UK nationality staff, 2008/09



The table below shows the percentage of minority ethnic staff in each staff group for each year from 2003/04 to 2009/10. Overall, there has been a 3.4% increase over this period, with differences between the various staff groups.

**Table 12 Percentage minority ethnic staff in each staff group from 2003/4 to 2009/10**

| Staff group  | % minority ethnic staff* |         |         |         |         |                          |                      |
|--|--------------------------|---------|---------|---------|---------|--------------------------|----------------------|
|  | 2003/04                  | 2004/05 | 2005/06 | 2006/07 | 2007/08 | 2008/09                  | 2009/10              |
| <b>Academic</b>  | 7.9%                     | 8.1%    | 8.8%    | 8.6%    | 9.6%    | 10.6%                    | 10.5%                |
| <b>ALC (as from 2008/09, classified as Admin 6 – 10)</b>     | 7.1%                     | 7.0%    | 7.9%    | 8.0%    | 9.3%    | 9.4% (Admin 6 – 10)      | 11.9% (Admin 6 – 10) |
| <b>Clerical (as from 2008/09, classified as Admin 1 – 5)</b> | 7.7%                     | 8.6%    | 8.5%    | 9.9%    | 8.4%    | 8.3% (Admin 1 – 5)       | 12.3% (Admin 1 – 5)  |
| <b>Manual (as from 2008/09, classified as M&amp;A)</b>       | 13.5%                    | 23.8%   | 18.6%   | 12.9%   | 10.7%   | 11.4%                    | 14.5%                |
| <b>ORS</b>   | 13.8%                    | 21.3%   | 25.7%   | 25.4%   | 17.6%   | now included in research |                      |
| <b>Research</b>  | 9.5%                     | 6.5%    | 9.1%    | 9.2%    | 12.1%   | 17.1%                    | 17.1%                |
| <b>Technical</b>   | 7.5%                     | 5.5%    | 6.1%    | 9.8%    | 5.6%    | 5.7%                     | 9.4%                 |
| <b>Not known/refused</b>                                     | 3.7%                     | 4.0%    | 3%      | 2.3%    | 1.6%    | 2.3%                     | 2.4%                 |
| <b>Total</b>   | 8.8%                     | 10.6%   | 10.7%   | 10.0%   | 9.8%    | 10.4%                    | 12.2%                |

\* For comparability with previous years, these percentages for each job type include the numbers of 'unknown' ethnicity'. The College does not use the same job category headings as HESA for monitoring purposes and therefore the breakdowns for HESA data is not included.

The following compares different ethnic groups within each staff group. For all staff, In 2010, with the exception of academics, staff of Asian origin are the single largest minority ethnic group. In the academic group, those of Chinese origin have the highest percentage of the minority groups. In 2009, the percentage of Asian and Chinese were equal within both the academic and the research groups.



**Table 13 Staff by ethnicity by staff groups (UK and international), 2009/10**

| <b>Ethnic Group</b> | <b>Academic</b> | <b>Admin<br/>1 - 5</b> | <b>Admin<br/>6 - 10</b> | <b>M&amp;A</b> | <b>Research</b> | <b>Technical</b> | <b>Total</b> |
|---------------------|-----------------|------------------------|-------------------------|----------------|-----------------|------------------|--------------|
| <b>White</b>        | 89.2%           | 87.5%                  | 87.9%                   | 85.2%          | 82.3%           | 90.5%            | 87.5%        |
| <b>Black</b>        | 1.5%            | 0.9%                   | 3.2%                    | 2.0%           | 0.0%            | 0.0%             | 1.7%         |
| <b>Asian</b>        | 3.4%            | 5.2%                   | 4.2%                    | 7.9%           | 6.5%            | 6.3%             | 4.9%         |
| <b>Chinese</b>      | 3.6%            | 3.0%                   | 2.6%                    | 1.0%           | 4.8%            | 3.2%             | 3.0%         |
| <b>Mixed</b>        | 1.7%            | 3.0%                   | 1.1%                    | 2.0%           | 4.0%            | 0.0%             | 1.9%         |
| <b>Other</b>        | 0.6%            | 0.4%                   | 1.1%                    | 2.0%           | 2.4%            | 0.0%             | 1.0%         |

**Table 14 Staff by ethnicity by staff groups (UK and international), 2008/09**

| <b>Ethnic group</b> | <b>Academic</b> | <b>Admin<br/>1 - 5</b> | <b>Admin<br/>6 - 10</b> | <b>M&amp;A</b> | <b>Research</b> | <b>Technical</b> | <b>Total</b> |
|---------------------|-----------------|------------------------|-------------------------|----------------|-----------------|------------------|--------------|
| <b>White</b>        | 89.1%           | 91.6%                  | 90.5%                   | 88.3%          | 82.3%           | 94.2%            | 89.3%        |
| <b>Black</b>        | 1.6%            | 0.4%                   | 0.8%                    | 2.5%           | 0.7%            | 0.0%             | 1.2%         |
| <b>Asian</b>        | 3.5%            | 3.8%                   | 4.5%                    | 6.2%           | 6.1%            | 4.3%             | 4.4%         |
| <b>Chinese</b>      | 3.5%            | 1.7%                   | 2.7%                    | 0.6%           | 6.1%            | 1.4%             | 2.8%         |
| <b>Mixed</b>        | 1.4%            | 2.1%                   | 1.1%                    | 1.2%           | 4.1%            | 0.0%             | 1.6%         |
| <b>Other</b>        | 0.8%            | 0.4%                   | 0.5%                    | 1.2%           | 0.7%            | 0.0%             | 0.7%         |

**Table 15 Staff by ethnicity by staff groups (UK nationality), 2009/10**

| <b>Ethnic group</b> | <b>Academic</b> | <b>Admin<br/>1 - 5</b> | <b>Admin<br/>6 - 10</b> | <b>M&amp;A</b> | <b>Research</b> | <b>Technical</b> | <b>Total</b> |
|---------------------|-----------------|------------------------|-------------------------|----------------|-----------------|------------------|--------------|
| <b>White</b>        | 89.8%           | 91.3%                  | 90.2%                   | 92.9%          | 90.6%           | 94.6%            | 90.9%        |
| <b>Asian</b>        | 3.7%            | 2.9%                   | 3.5%                    | 2.9%           | 0.0%            | 3.6%             | 3.2%         |
| <b>Black</b>        | 1.5%            | 1.0%                   | 3.2%                    | 0.6%           | 0.0%            | 0.0%             | 1.6%         |
| <b>Chinese</b>      | 2.8%            | 1.9%                   | 1.3%                    | 1.2%           | 1.6%            | 1.8%             | 1.8%         |
| <b>Mixed</b>        | 1.2%            | 2.9%                   | 1.3%                    | 1.8%           | 4.7%            | 0.0%             | 1.8%         |
| <b>Other</b>        | 0.9%            | 0.0%                   | 0.6%                    | 0.6%           | 3.1%            | 0.0%             | 0.7%         |

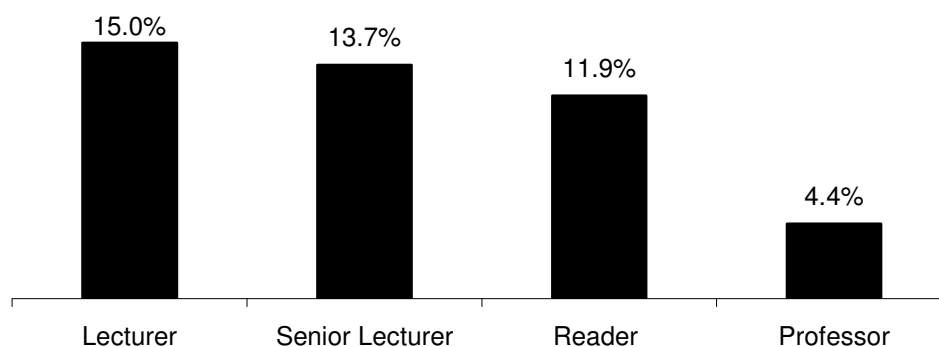
**Table 16 Staff by ethnicity by staff groups (UK nationality), 2008/09**

| <b>Ethnic group</b> | <b>Academic</b> | <b>Admin<br/>1 - 5</b> | <b>Admin<br/>6 - 10</b> | <b>M&amp;A</b> | <b>Research</b> | <b>Technical</b> | <b>Total</b> |
|---------------------|-----------------|------------------------|-------------------------|----------------|-----------------|------------------|--------------|
| <b>White</b>        | 80.3%           | 89.6%                  | 85.8%                   | 85.7%          | 82.7%           | 93.5%            | 92.6%        |
| <b>Black</b>        | 1.4%            | 0.5%                   | 0.9%                    | 0.6%           | 1.3%            | 0.0%             | 1.0%         |
| <b>Asian</b>        | 5.1%            | 4.1%                   | 4.6%                    | 5.2%           | 6.7%            | 3.2%             | 3.0%         |
| <b>Chinese</b>      | 2.4%            | 0.9%                   | 1.2%                    | 0.6%           | 1.3%            | 0.0%             | 1.5%         |
| <b>Mixed</b>        | 9.7%            | 5.0%                   | 7.0%                    | 7.1%           | 8.0%            | 3.2%             | 1.2%         |
| <b>Other</b>        | 1.1%            | 0.0%                   | 0.6%                    | 0.6%           | 0.0%            | 0.0%             | 0.6%         |

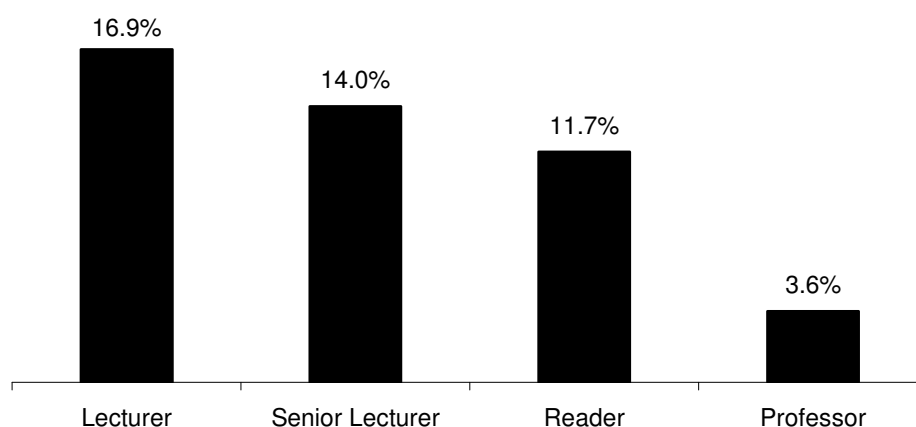
## Ethnicity – academic staff

In 2010, 10.8% of all academic staff are of minority ethnic origin. Of those with UK nationality, 10.2% are of minority ethnic origin. This compares with the overall HESA figure of 6.7%.

**Figure 20 Percentage of all minority ethnic academic staff, each level, 2009/10**



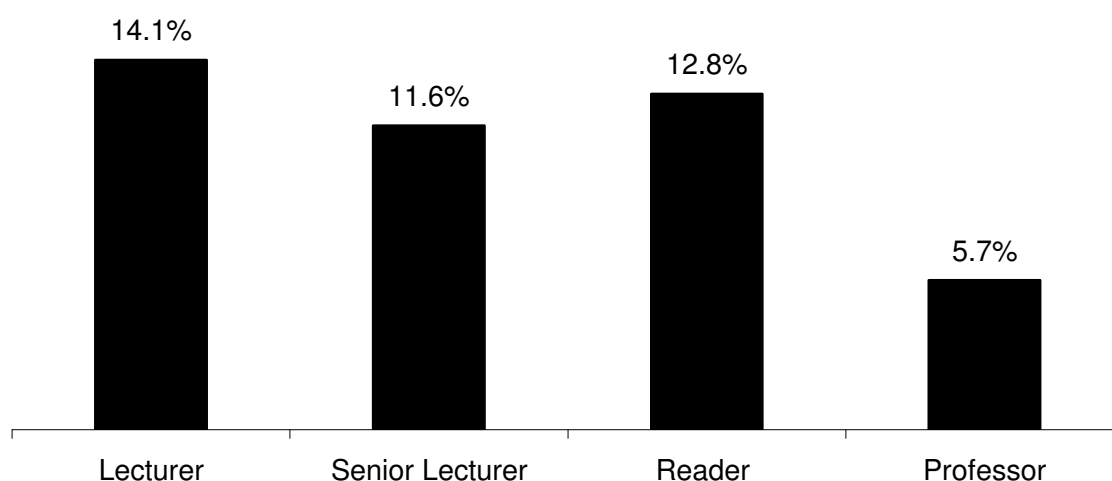
**Figure 21 Percentage of all minority ethnic academic staff, each level, 2008/09**



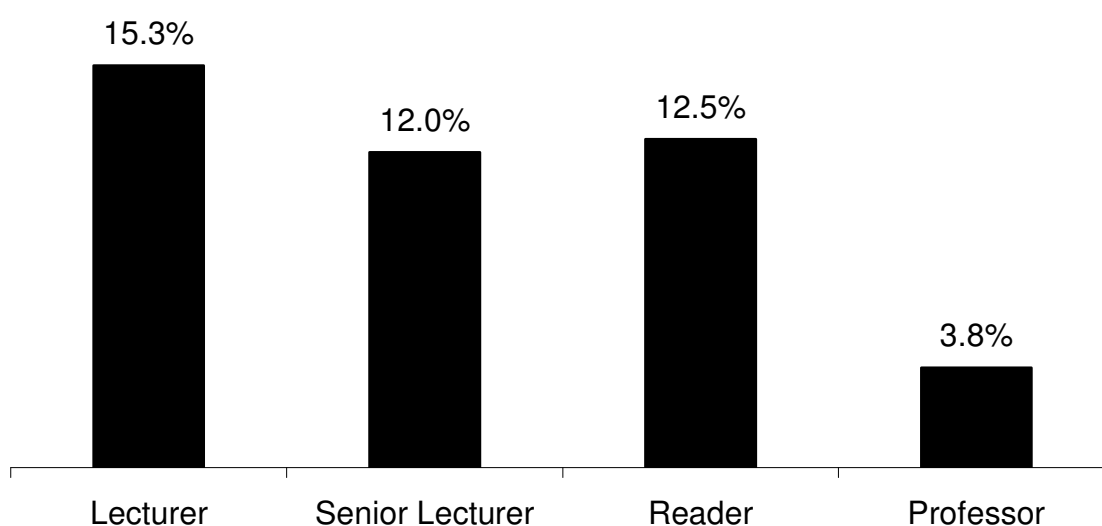
There is a slightly higher percentage of minority ethnic staff at lecturer level than at senior lecturer and at reader level in the past two years. However the percentage drops dramatically at professor level, with 4.4% of professors of minority ethnic origin in 2010 (the figure for minority ethnic professors with UK nationality is 5.7%, see below). This compares with the overall HESA figure of 5.5%.

This is a very gradual improvement year on year since 2005/06 (see Table 17 below).

**Figure 22 Percentage of UK nationality minority ethnic staff at each level, 2009/10**



**Figure 23 Percentage of UK nationality minority ethnic staff at each level, 2008/09**



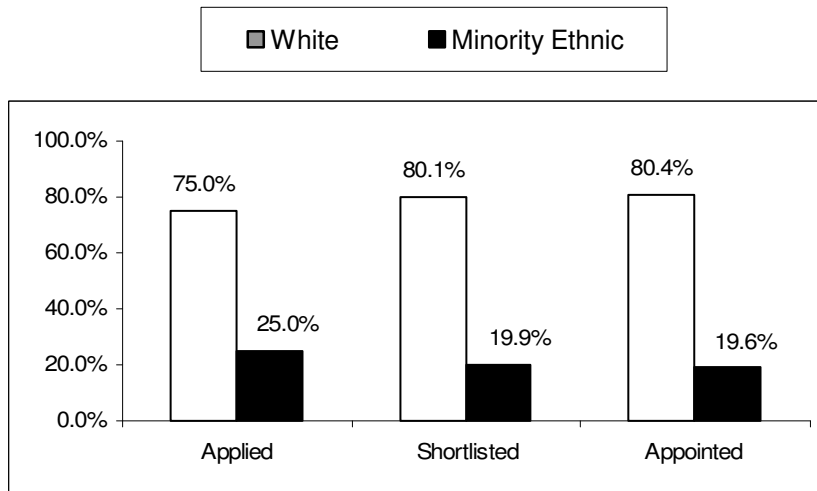
**Table 17 All minority ethnic staff (academic)**

| % minority ethnic academic staff | 2005/06 | 2006/07 | 2007/08 |                 | 2008/09*         | 2009/10*         |
|----------------------------------|---------|---------|---------|-----------------|------------------|------------------|
| Lecturer                         | 18.2%   | 15.9%   | 16.2%   | Lecturer        | 16.9%<br>(15.3%) | 15.0%<br>(14.1%) |
| Senior Lecturer and Reader       | 10.6%   | 12.3%   | 14.0%   | Senior lecturer | 14.0%<br>(12.0%) | 13.7%<br>(11.6%) |
|                                  |         |         |         | Reader          | 11.7%<br>(12.5%) | 11.9%<br>(12.8%) |
| Professor                        | 2.7%    | 2.4%    | 3.0%    | Professor       | 3.6%<br>(3.8%)   | 4.4%<br>(5.7%)   |

\* Figures in brackets are for staff with UK nationality

## 7.2 Recruitment and selection – ethnicity

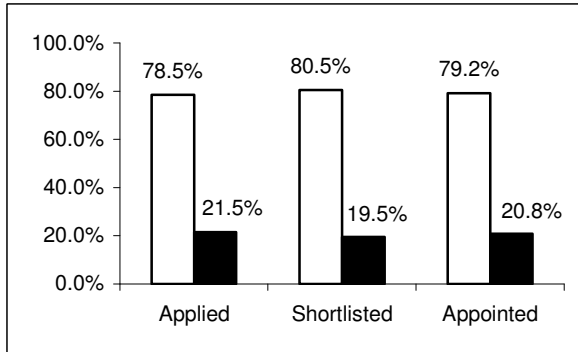
**Figure 24 All applicants - international and UK, 2009/10**



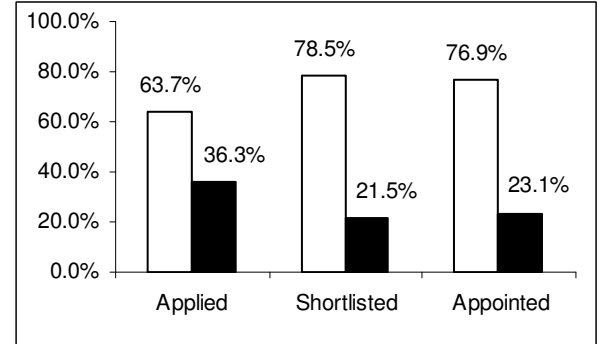
*Note: Based on 4481. These percentages exclude 10.9% of all applicants for whom ethnic origin is unknown/information refused*

Overall, a higher percentage of White job applicants are shortlisted and then appointed than of minority ethnic job applicants. Of all the different job categories, the biggest difference between the percentage of minority ethnic applicants and the percentage of those appointed who are of minority ethnic origin are in Research and M&A, followed by Admin 6 – 10 (See Figure 25 below).

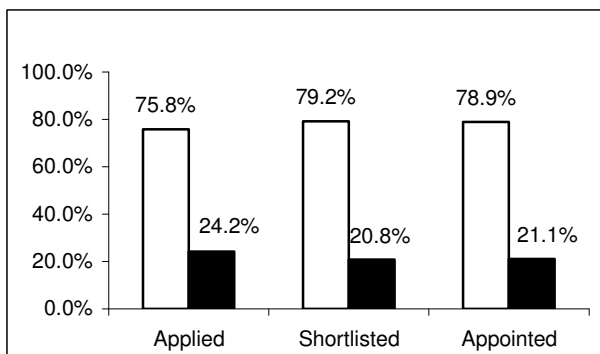
**Figure 25 All applicants by job category – international and UK, 2009/10**



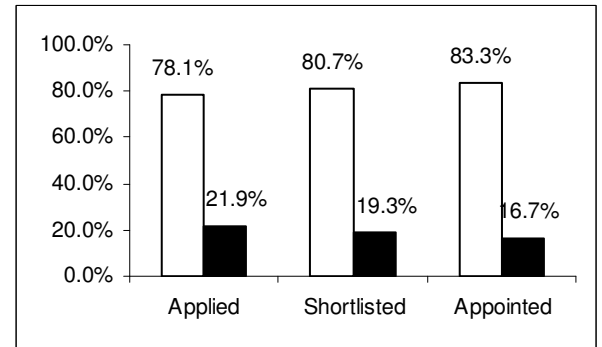
**Academic posts**  
Based on 1207 applicants (ethnicity data is unknown for an additional 133 people)



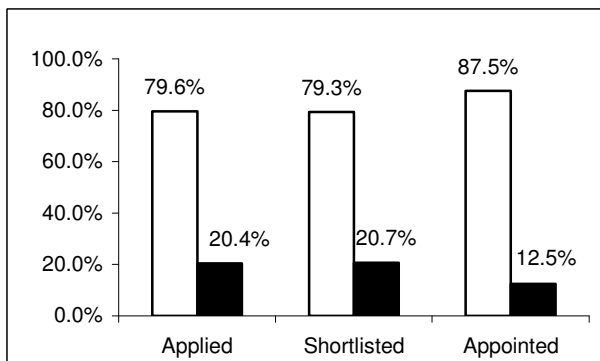
**Research**  
Based on 576 applicants (ethnicity data is unknown for an additional 49 people)



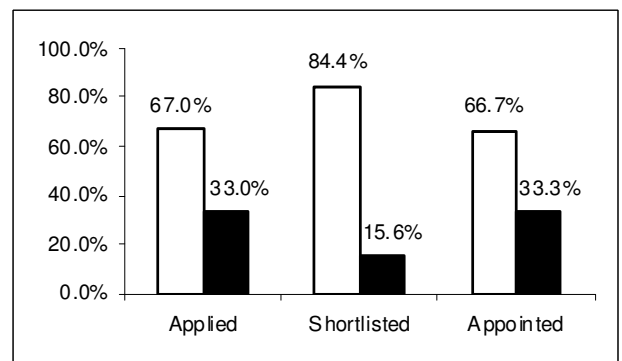
**Admin 1 – 5**  
Based on 1202 applicants (ethnicity data is unknown for an additional 178 people)



**Admin 6 – 10**  
Based on 842 applicants (ethnicity data is unknown for an additional 122 people)

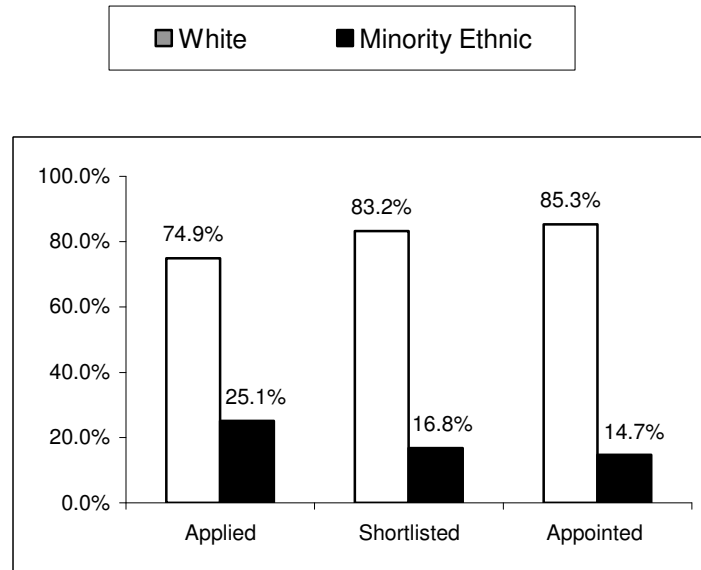


**M & A**  
Based on 304 applicants (ethnicity data is unknown for an additional 27 people)



**Technical**  
Based on 351 applicants (ethnicity data is unknown for an additional 36 people)

**Figure 26 All applicants – international and UK, 2008/09**

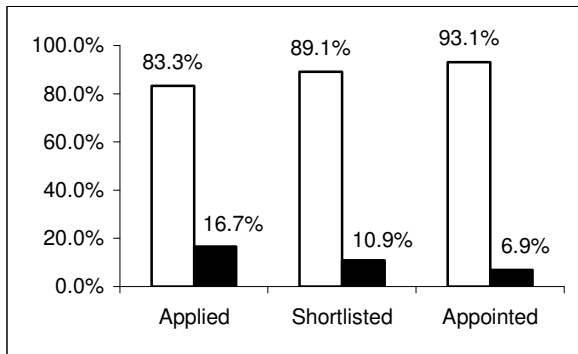


*Based on 4229 applicants. These percentages exclude 15.2% of all applicants for whom ethnic origin is unknown/information refused*

Minority ethnic applicants had a higher success rate in 2010 (19.6% of those appointed) compared to 2009, where they formed 14.7% of those appointed. In addition, the percentage of those shortlisted in 2010 who were of minority ethnic origin (19.9%) was over 3 percentage points higher than in 2009.

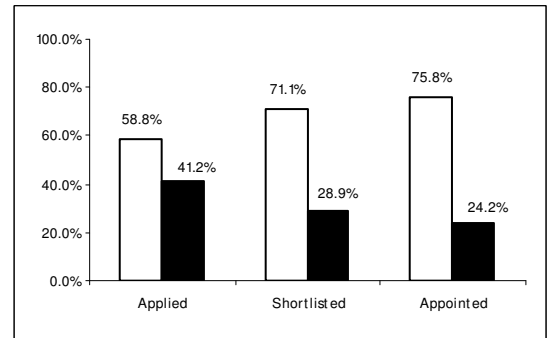
The picture looking at individual groups of staff varies a great deal (see Figure 27 below) and perhaps reflects a very fluid situation within academic, international employment opportunities and also the demography of the Greater London area. Applications for academic posts by minority ethnic candidates increased by five percent between 2009 and 2010. Those shortlisted increased by almost nine percent and appointments by fourteen percent. In 2010 there was also a higher percentage of minority ethnic applicants for Admin 1 – 5 jobs and for Technical jobs. No minority ethnic people were appointed in technical jobs in 2009, however in 2010 this had changed, with a third of those appointed being of minority ethnic origin.

**Figure 27 All applicants by job category – international and UK, 2008/09**



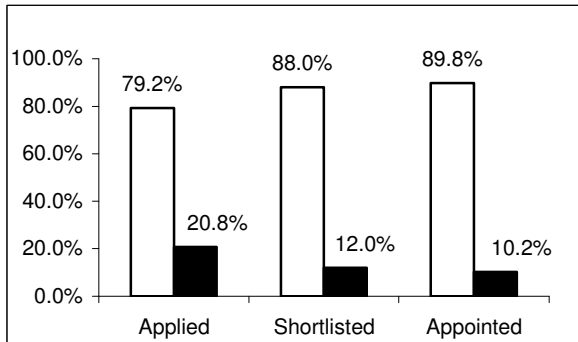
**Academic**

*Based on 942 applicants (ethnicity data is unknown for an additional 123 people)*



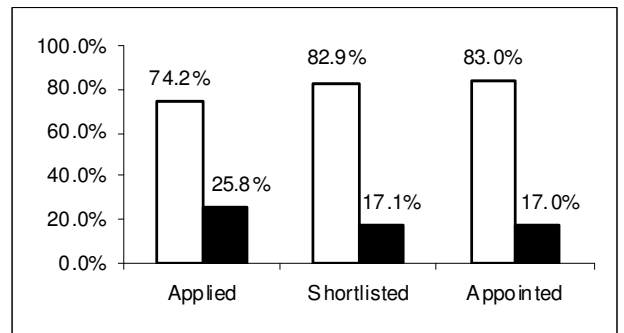
**Research**

*Based on 699 applicants (ethnicity data is unknown for an additional 93 people)*



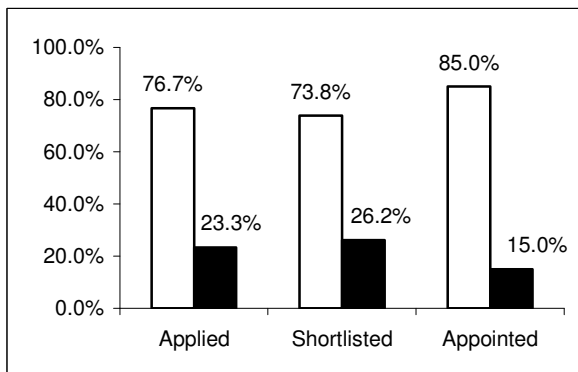
**Admin 1 – 5**

*Based on 986 applicants (ethnicity data is unknown for an additional 172 people)*



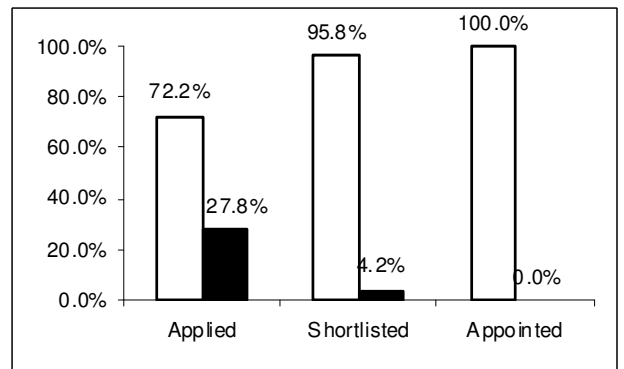
**Admin 6 – 10**

*Based on 1289 applicants (ethnicity data is unknown for an additional 228 people)*



**M & A**

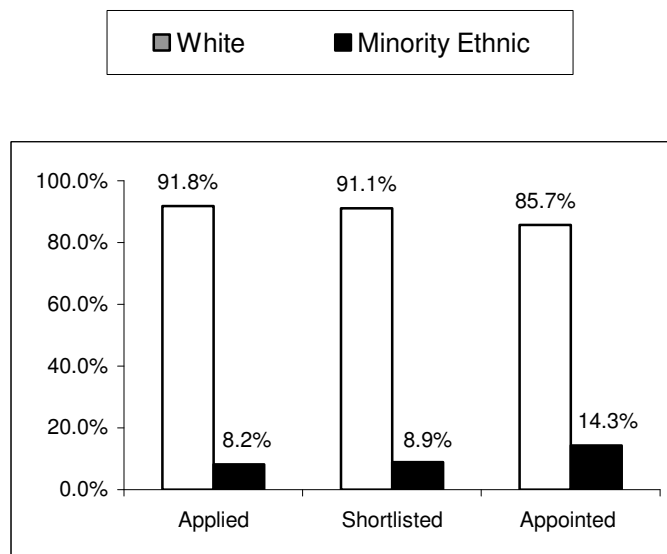
*Based on 180 applicants (ethnicity data is unknown for an additional 74 people)*



**Technical**

*Based on 133 applicants (ethnicity data is unknown for an additional 69 people)*

**Figure 28 UK applicants, 2009/10**

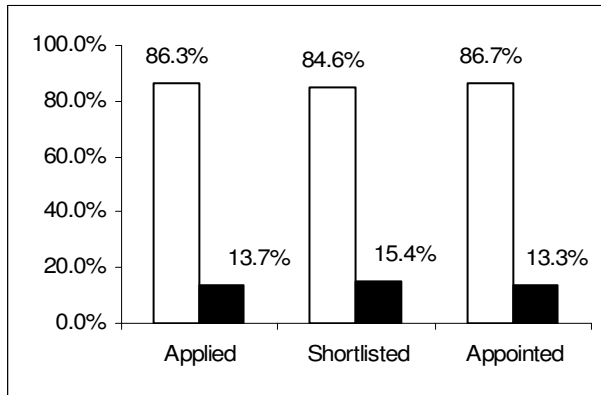


*Based on 2067 applicants. These percentages exclude 1.3% of all applicants for whom ethnic origin is unknown/information refused*

When the UK-only figures for recruitment are considered alongside the combined international and UK figures, it is clear that minority ethnic UK candidates have a higher success rate than the overall UK and international staff group. This is the case in 2010 and in 2009. Thus, UK nationality minority ethnic candidates are providing the sorts of skills and experience required by appointment panels, and are relatively more successful than the White applicants or the international and UK combined group.

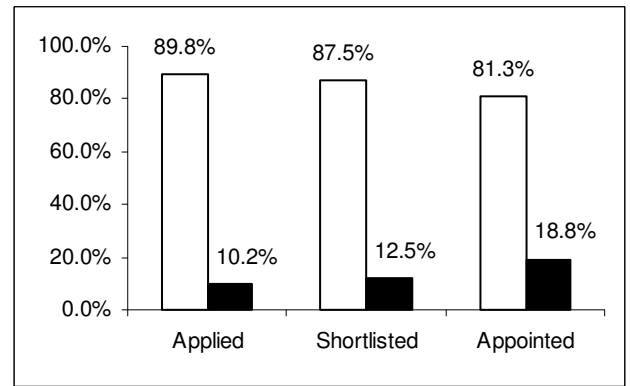


**Figure 29 UK applicants by job category, 2009/10**



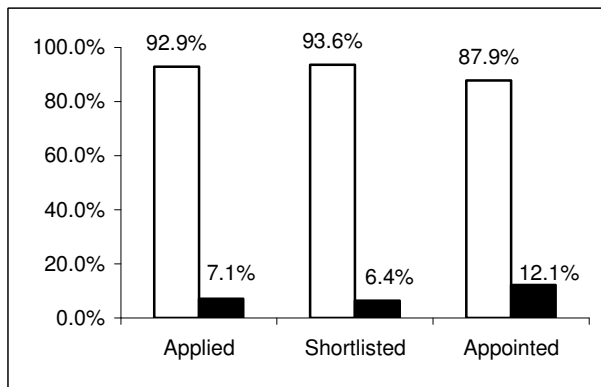
**Academic**

*Based on 292 applicants (ethnicity data is unknown for an additional 2 people)*



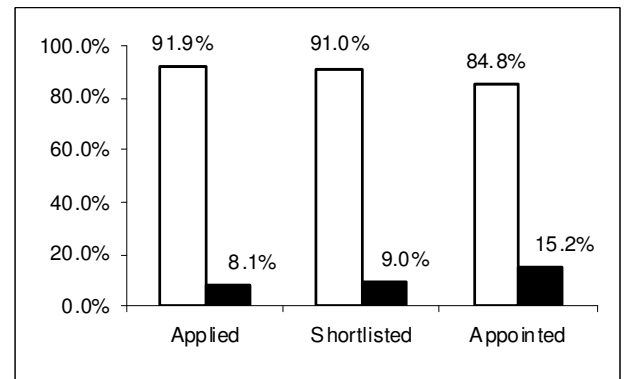
**Research**

*Based on 176 applicants (ethnicity data is unknown for an additional 1 person)*



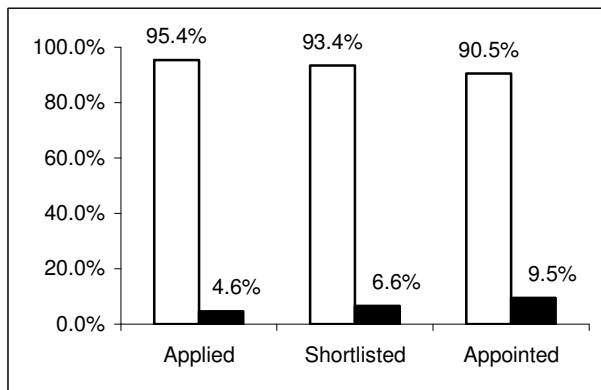
**Admin 1 – 5**

*Based on 763 applicants (ethnicity data is unknown for an additional 16 people)*



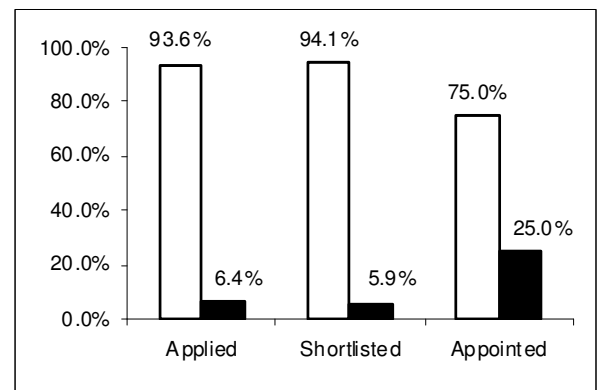
**Admin 6 – 10**

*Based on 447 applicants (ethnicity data is unknown for an additional 8 people)*



**M & A**

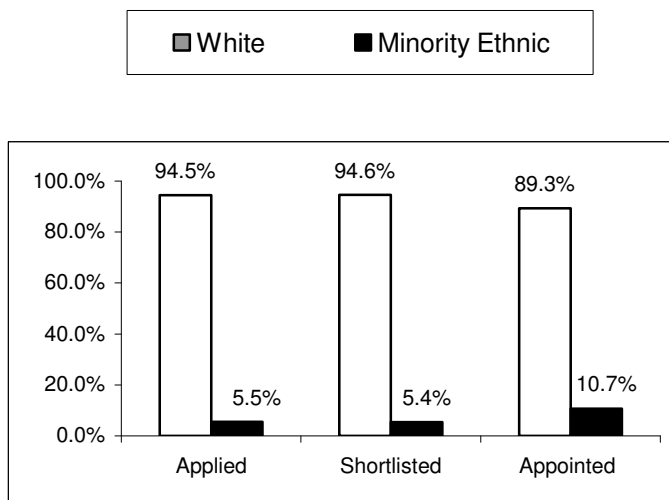
*Based on 216 applicants*



**Technical**

*Based on 173 applicants*

**Figure 30 UK applicants, 2008/09**



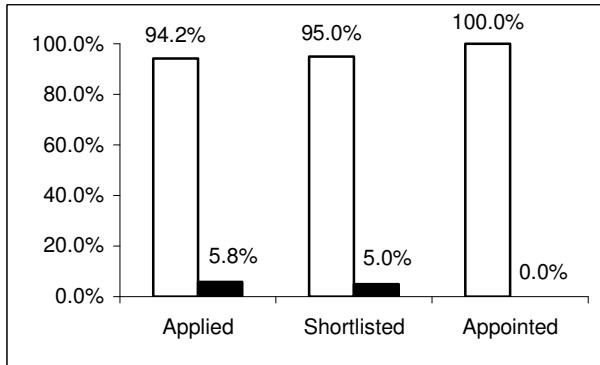
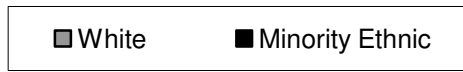
*Based on 1954 applicants. These percentages exclude 1.9% of all applicants for whom ethnic origin is unknown/information refused*

With the staff groups, the appointment of minority ethnic academics in 2010 generally reflected the percentage of applicants. This contrasted with 2009, when no minority ethnic academic staff were appointed.

In the Research group, minority ethnic applicants had a good chance of being interviewed in 2010 and a very good chance of being appointed – though not quite as good in 2009, when more than a fifth of the appointments of UK nationals were of minority ethnic origin. There is a high success rate of minority ethnic applicants for Admin 1 – 5 posts and for Admin 6 – 10 posts.

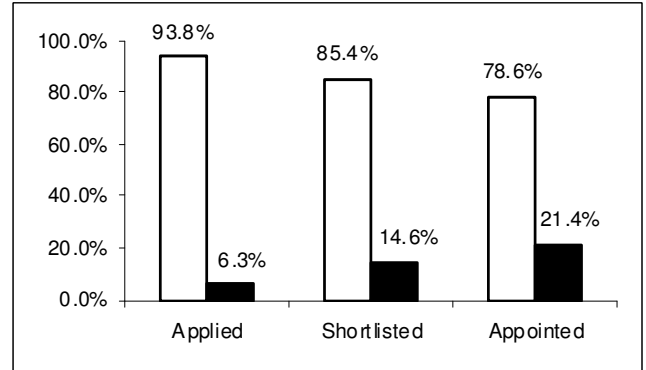
In M&A posts, more minority ethnic applicants were shortlisted in 2010 compared to 2009.

**Figure 31 UK applicants by job category, 2008/09**



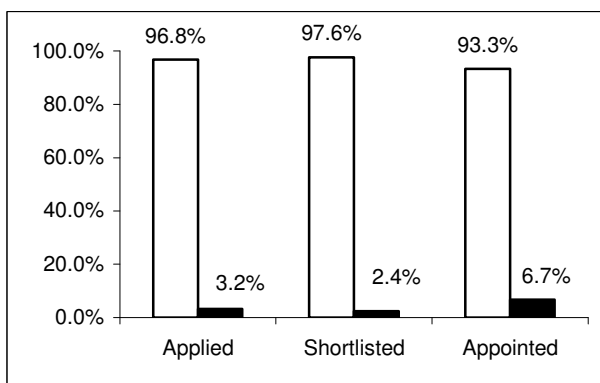
**Academic**

*Based on 242 applicants*



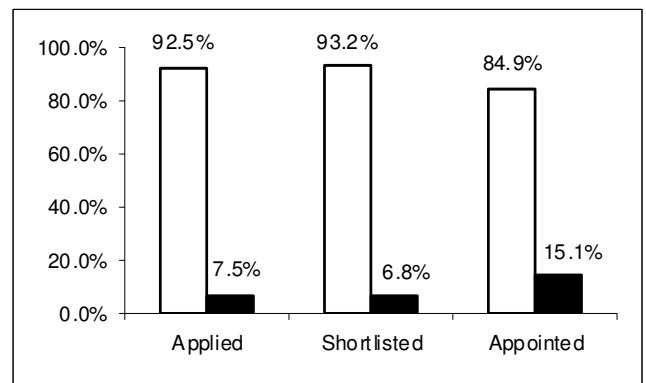
**Research**

*Based on 160 applicants (ethnicity data is unknown for an additional 3 people)*



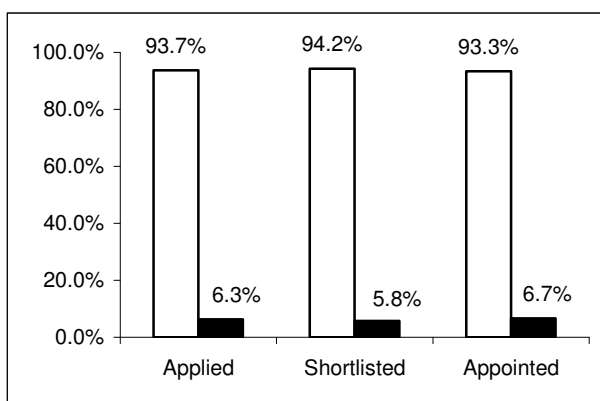
**Admin 1 – 5**

*Based on 653 applicants (ethnicity data is unknown for an additional 4 people)*



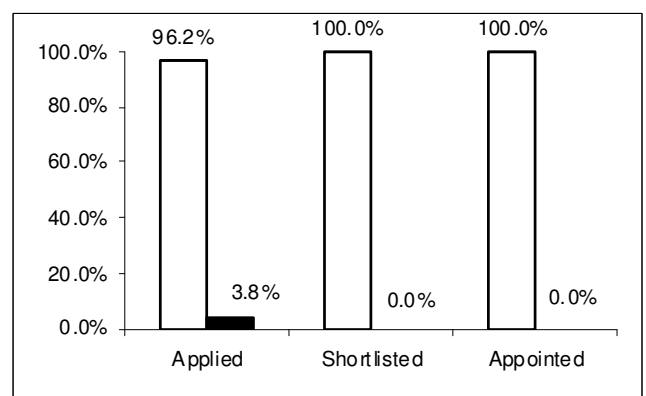
**Admin 6 – 10**

*Based on 710 applicants (ethnicity data is unknown for an additional 8 people)*



**M & A**

*Based on 111 applicants (ethnicity data is unknown for an additional 10 people)*



**Technical**

*Based on 78 applicants (ethnicity data is unknown for an additional 12 people)*

### 7.3 Recruitment – nationality

Overall, the College attracts almost equal numbers of UK and non-UK applicants, with UK nationality applicants forming a higher proportion (around three-quarters) of those appointed in each of the past two years. This varies across the staff groups, with the academic job category, closely followed by the research category, attracting the highest percentages of non-UK applicants (73.1% and 66.5% respectively in 2010, broadly similar to 2009). Those shortlisted for academic posts were about half UK and half non-UK, resulting in 60% of academic appointments being of UK nationals (55% in 2009). There was a similar pattern to this in Research in 2010, although in 2009 a slightly higher percentage of those appointed to Research roles were of non-UK nationality (54.3%).

More than twice as many UK nationals applied, in 2010, for Admin 1 – 5 posts and three times as many were interviewed. A further increased percentage (88%) of those appointed were UK nationals. A third more UK nationals applied for the Admin 6 – 10 posts than non-UK, but they were three times as many of those shortlisted and appointed. It was a broadly similar picture in 2009. In both M&A and Technical posts, the percentage of those appointed who were UK nationals was just under 90%, higher than the percentages in 2009 (76.2% and 83.3%).

**Figure 32 Applicants by nationality, 2009/10**

|                     | <b>Total</b> |             |           |
|---------------------|--------------|-------------|-----------|
| % known nationality | Applied      | Shortlisted | Appointed |
| UK                  | 50.5%        | 67.1%       | 76.8%     |
| Non UK              | 49.5%        | 32.9%       | 23.2%     |

|                     | <b>Academic</b> |             |           |
|---------------------|-----------------|-------------|-----------|
| % known nationality | Applied         | Shortlisted | Appointed |
| UK                  | 26.9%           | 48.9%       | 60.0%     |
| Non UK              | 73.1%           | 51.1%       | 40.0%     |

|                     | <b>Research</b> |             |           |
|---------------------|-----------------|-------------|-----------|
| % known nationality | Applied         | Shortlisted | Appointed |
| UK                  | 33.5%           | 41.3%       | 63.0%     |
| Non UK              | 66.5%           | 58.8%       | 37.0%     |

|                     | <b>Admin 1 - 5</b> |             |           |
|---------------------|--------------------|-------------|-----------|
| % known nationality | Applied            | Shortlisted | Appointed |
| UK                  | 68.7%              | 75.6%       | 87.5%     |
| Non UK              | 31.3%              | 24.4%       | 12.5%     |

|                     | <b>Admin 6 - 10</b> |             |           |
|---------------------|---------------------|-------------|-----------|
| % known nationality | Applied             | Shortlisted | Appointed |
| UK                  | 58.6%               | 75.6%       | 76.7%     |
| Non UK              | 41.4%               | 24.4%       | 23.3%     |

|                     | <b>M&amp;A</b> |             |           |
|---------------------|----------------|-------------|-----------|
| % known nationality | Applied        | Shortlisted | Appointed |
| UK                  | 75.3%          | 80.3%       | 87.5%     |
| Non UK              | 24.7%          | 19.7%       | 12.5%     |

|                     | <b>Technical</b> |             |           |
|---------------------|------------------|-------------|-----------|
| % known nationality | Applied          | Shortlisted | Appointed |
| UK                  | 53.6%            | 77.3%       | 88.9%     |
| Non UK              | 46.4%            | 22.7%       | 11.1%     |

**Figure 33 Applicants by nationality, 2008/09**

|                     | <b>Total</b> |             |           |
|---------------------|--------------|-------------|-----------|
| % known nationality | Applied      | Shortlisted | Appointed |
| UK                  | 50.3%        | 69.3%       | 72.9%     |
| Non UK              | 49.7%        | 30.7%       | 27.1%     |

|                     | <b>Academic</b> |             |           |
|---------------------|-----------------|-------------|-----------|
| % known nationality | Applied         | Shortlisted | Appointed |
| UK                  | 27.9%           | 46.9%       | 55.2%     |
| Non UK              | 72.1%           | 53.1%       | 44.8%     |

|                     | <b>Research</b> |             |           |
|---------------------|-----------------|-------------|-----------|
| % known nationality | Applied         | Shortlisted | Appointed |
| UK                  | 26.7%           | 43.1%       | 45.7%     |
| Non UK              | 73.3%           | 56.9%       | 54.3%     |

|                     | <b>Admin 1 - 5</b> |             |           |
|---------------------|--------------------|-------------|-----------|
| % known nationality | Applied            | Shortlisted | Appointed |
| UK                  | 70.0%              | 83.6%       | 92.0%     |
| Non UK              | 30.0%              | 16.4%       | 8.0%      |

|                     | <b>Admin 6 - 10</b> |             |           |
|---------------------|---------------------|-------------|-----------|
| % known nationality | Applied             | Shortlisted | Appointed |
| UK                  | 59.2%               | 74.6%       | 76.8%     |
| Non UK              | 40.8%               | 25.4%       | 23.2%     |

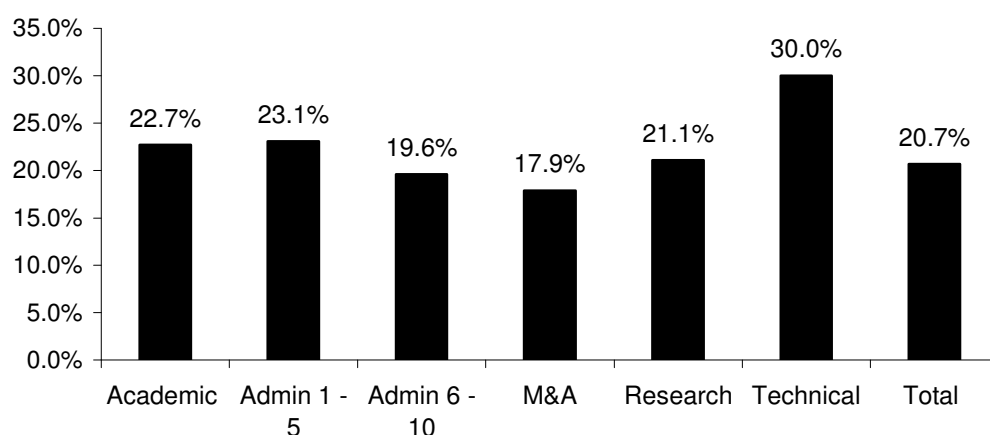
|                     | <b>M&amp;A</b> |             |           |
|---------------------|----------------|-------------|-----------|
| % known nationality | Applied        | Shortlisted | Appointed |
| UK                  | 68.8%          | 65.9%%      | 76.2%     |
| Non UK              | 31.3%          | 34.1%%      | 23.8%     |

|                     | <b>Technical</b> |             |           |
|---------------------|------------------|-------------|-----------|
| % known nationality | Applied          | Shortlisted | Appointed |
| UK                  | 58.8%            | 83.3%       | 83.3%     |
| Non UK              | 41.2%            | 16.7%       | 16.7%     |

## 7.4 Starters

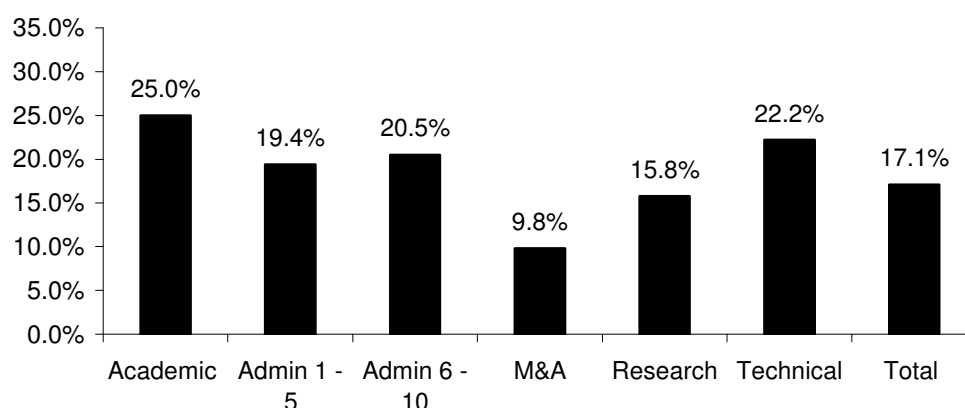
Of the 227 starters in 2009/10 (known ethnicity), 20.7% were of minority ethnic origin (17% of the 170 starters of UK nationality were of minority ethnic origin), which is relatively high compared with the ethnic profile of all staff and is higher than the 12.7% in 2009 (7.3% of UK nationality). Minority ethnic people were amongst those appointed to all the broad job categories in 2010 and all with the exception of technical posts in 2009. In all categories of post, the percentages of starters are sufficient to sustain the proportions of minority ethnic employees at current levels. This represent good staffing levels given the College's position as part of the world-renowned University of London on the periphery of the Greater London area with its higher proportions of minority ethnic population compared to other parts of the UK. These factors, along with having generally healthy shortlisting and interviewing results, help to explain the relatively high, by HESA figures, proportions of minority ethnic UK and international employees.

**Figure 34 Percentage of minority ethnic starters (all nationalities), 2009/10**



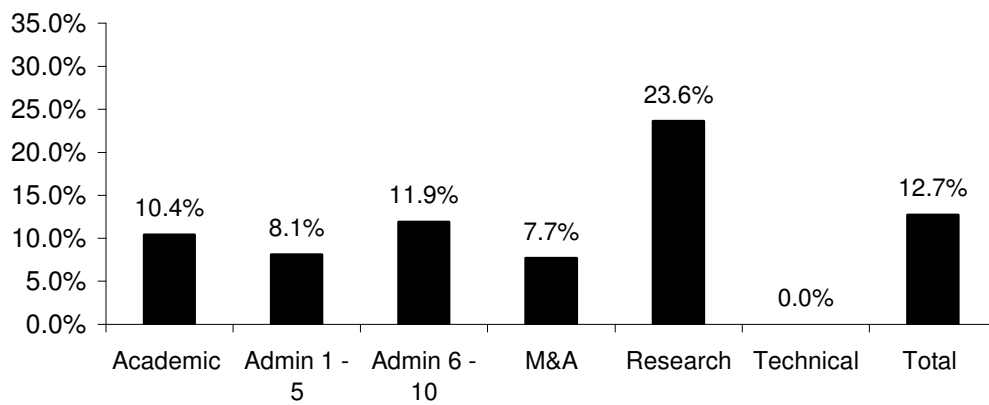
*Base = 227 (known ethnicity, data unknown for an additional 8 starters)*

**Figure 35 Percentage of minority ethnic starters (UK nationality), 2009/10**



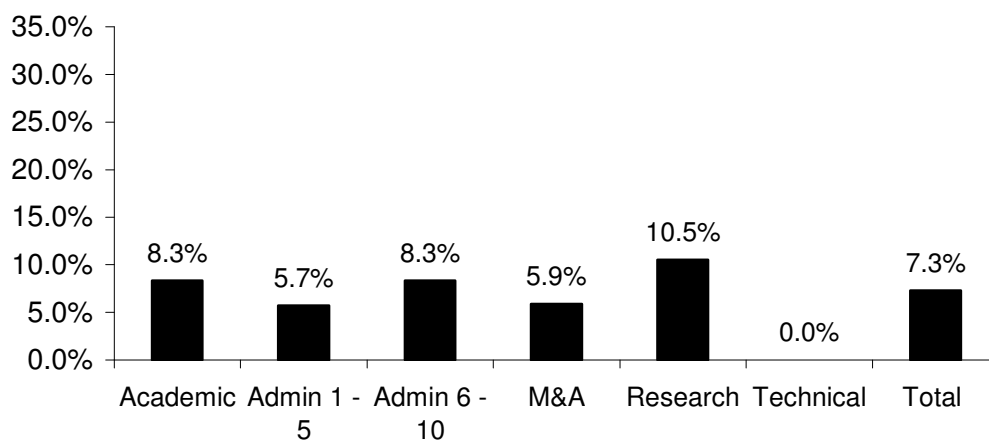
*Base = 170 (known ethnicity, data unknown for an additional 4 starters)*

**Figure 36 Percentage of minority ethnic starters (all nationalities), 2008/09**



*Base = 251 (known ethnicity, data unknown for an additional 6 starters)*

**Figure 37 Percentage of minority ethnic starters (UK nationality), 2008/09**



*Base = 165 (known ethnicity, data unknown for an additional 2 starters)*

## **7.5 Training**

The take-up of the generic training by all of the main minority ethnic groups broadly reflects their representation in the workforce.

Overall, minority ethnic staff undertook H&S training at around their representation in the organisation, a higher rate in 2009/10 than in 2008/09.

Just under 10% of those requesting FM training in each of the past two years were from minority ethnic staff, and minority ethnic staff were 8% of those who completed FM training in 2009 and just under 10% in 2010. This contrasts with minority ethnic staff forming 13% of the three groups Admin 1 – 5, Admin 6 – 10 and M & A, although they may not all fall within those for whom FM training is relevant.

A relatively high percentage (15%) of those taking up IT training were of minority ethnic origin.

At just under 12% of those taking up ADS training, minority ethnic staff reflected their overall representation in the organisation.

Thus, overall there is take-up of training by all ethnic groups within the range of different job categories.

## **7.6 Appraisals**

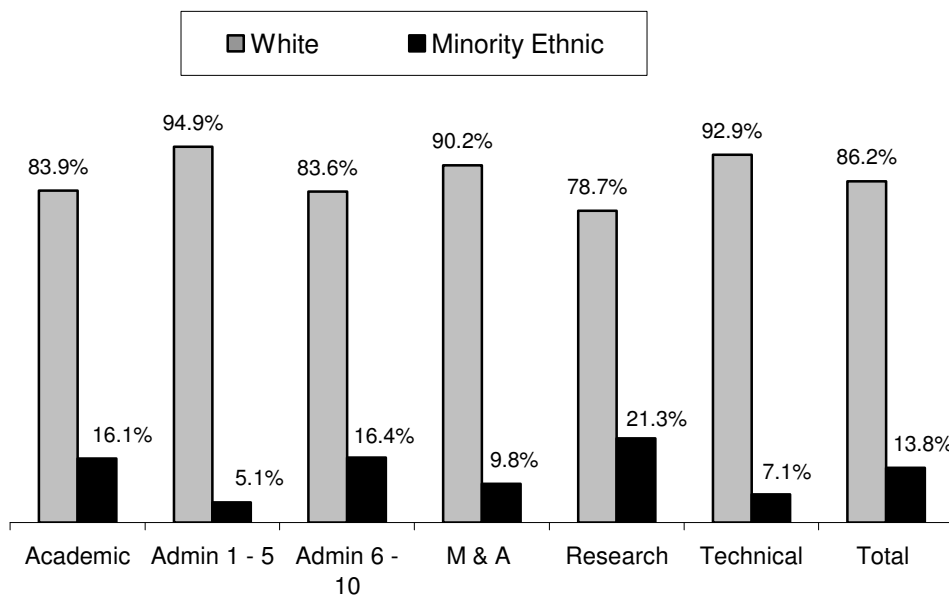
At just over 11% in each year, the percentage of minority ethnic staff amongst those who have had appraisals is around their representation in the overall workforce.



## 7.7 Leavers

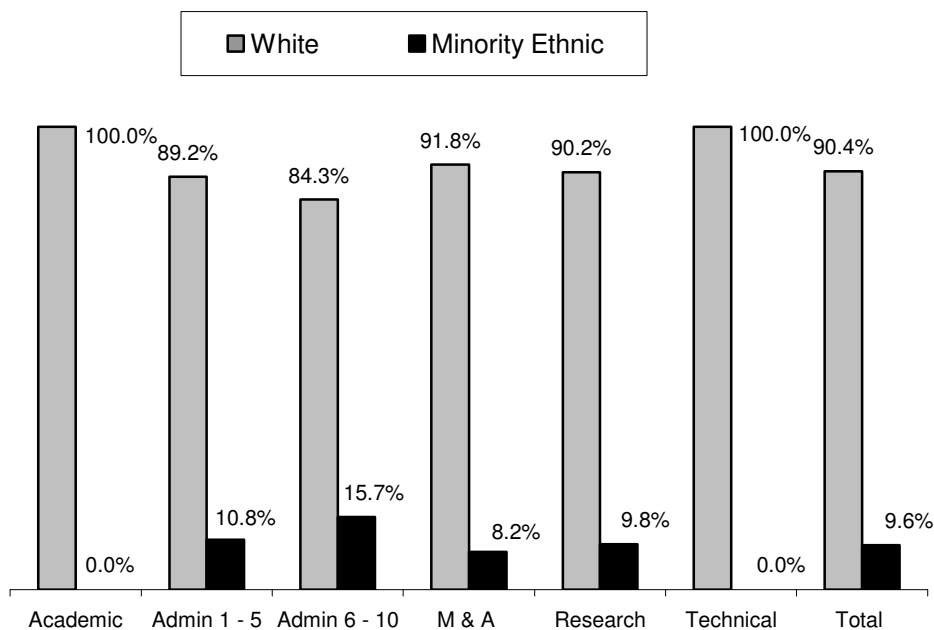
In 2010, minority ethnic staff formed a slightly higher percentage of leavers than their representation in the overall workforce, although in 2009 they were slightly lower, thus indicating no overall concern. In the UK nationality group, the percentage of minority ethnic leavers was a little less than their overall representation in the organisation.

**Figure 38 Leavers by ethnicity, international and UK, 2009/10**



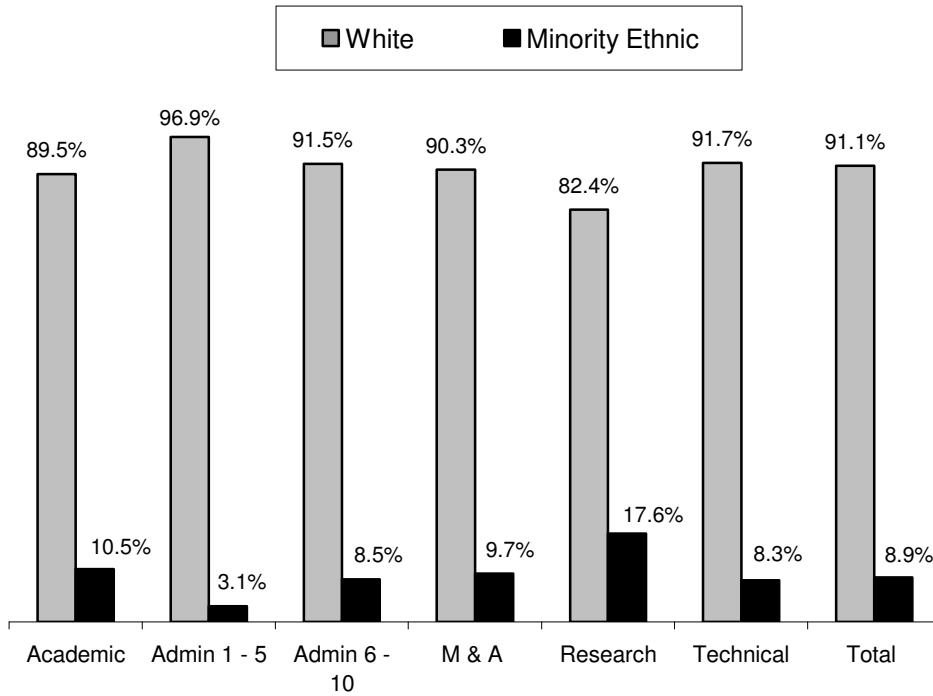
Base = 239 (there are an additional 3 for whom data is unknown)

**Figure 39 Leavers by ethnicity, international and UK, 2008/09**

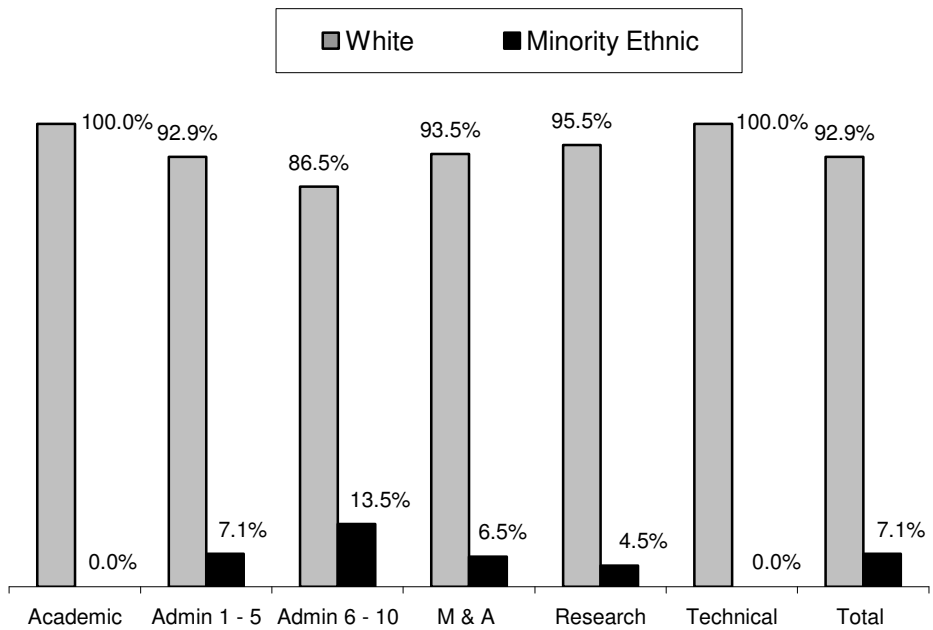


Base = 218 (there are an additional 3 for whom data is unknown)

**Figure 40 Leavers by ethnicity, UK nationality, 2009/10**



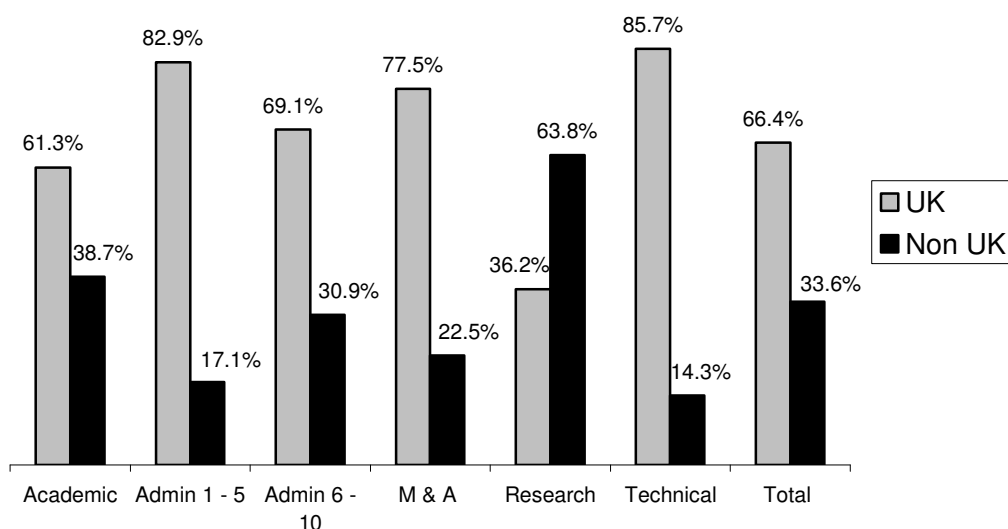
**Figure 41 Leavers by ethnicity, UK nationality, 2008/09**



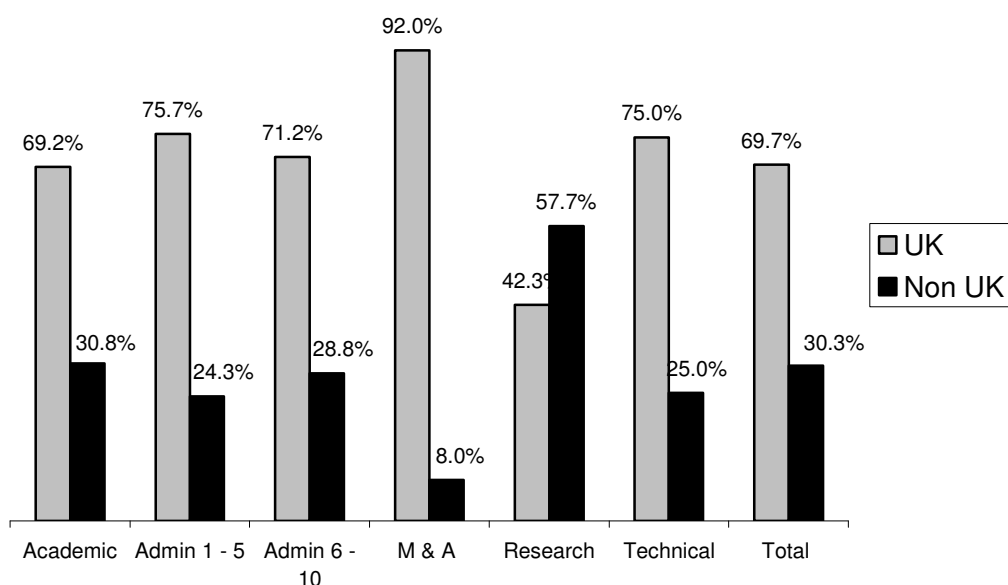
## NATIONALITY

Overall, the percentage of leavers who are non-UK nationality are higher than their representation with the workforce, which was 23% in 2010 and 24% in 2009. In part, this is likely to be accounted for by overseas staff, particularly in research, being on fixed term contracts. However, that does not account for the higher percentage of leavers of non-UK nationality in the other job categories.

**Figure 42 Leavers by nationality, 2009/10**



**Figure 43 Leavers by nationality, 2008/09**



## 8. DISABILITY

### 8.1 Staff profile - disability

At the end of 2009/10, disabled staff formed 2% of the whole workforce with little variation in the percentage of academic staff compared to professional and support staff. This compares with the overall HESA figure of 3%. This 2% is a small decrease since 2009, however this shows a decrease also since 2008 and almost reverts to the lower percentage in 2005, losing the gains made in recent years.

**Table 18 Percentage of disabled staff since 2003/04, benchmarked with HESA**

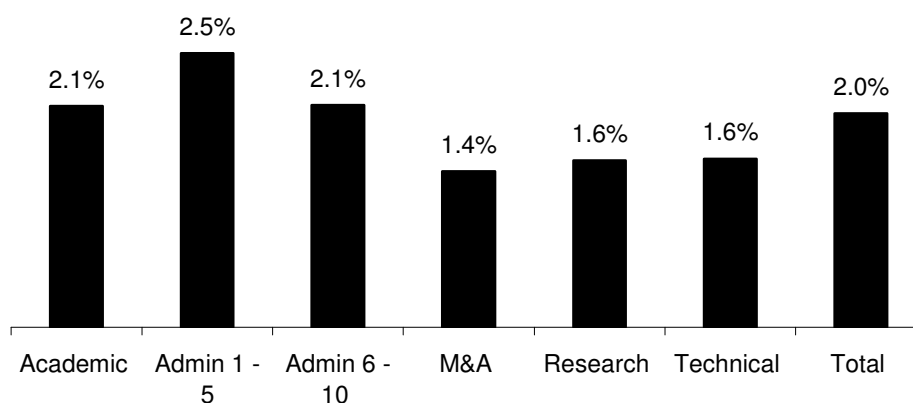
| Category              | % in 2004 | % in 2005 | % in 2006 | % in 2007 | % in 2008 | % in 2009 | % in 2010     |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|
| Disabled staff - RHUL | 1.8%      | 1.8%      | 2.4%      | 2.4%      | 2.5%      | 2.1%      | 2.0%          |
| Disabled staff - HESA | 2.4%      | 2.4%      | 2.4%      | 2.6%      | 2.7%      | 3.0%      | Not available |

**Table 19 Percentage of disabled staff by staff group, benchmarked with HESA**

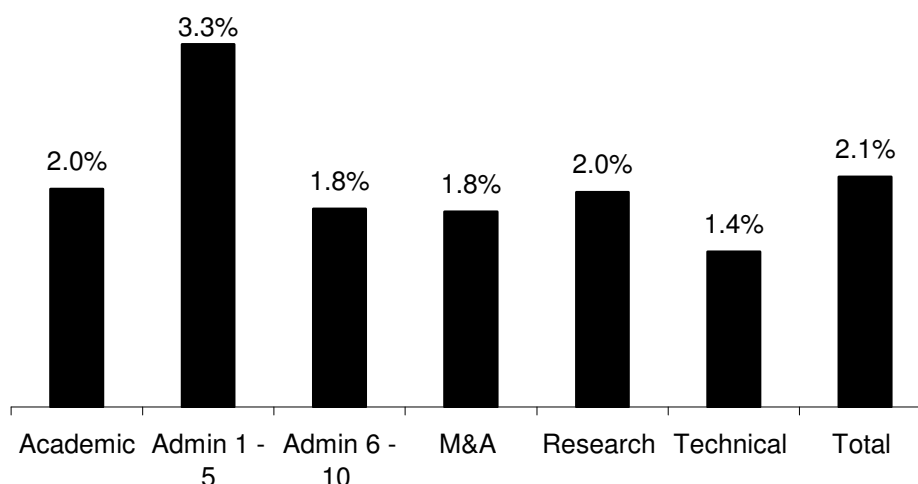
| Staff group              | % Royal Holloway disabled staff, 2009 | % Royal Holloway disabled staff, 2010 | % HESA Statistics disabled staff (HESA 2008/09 data), published in 2010 |
|--------------------------|---------------------------------------|---------------------------------------|---|
| Academic and research    | 2.0%                                  | 1.9%                                  | 2.5%  |
| Professional and support | 2.2%                                  | 2.0%                                  | 3.5%  |

Disabled staff are employed across the different job types, including in technical posts where in previous recent years there were no disabled staff. The highest percentages are in Admin 1 – 5 roles, however overall, as numbers are small there is little difference across the different job types.

**Figure 44 Disabled staff by job category, 2009/10**



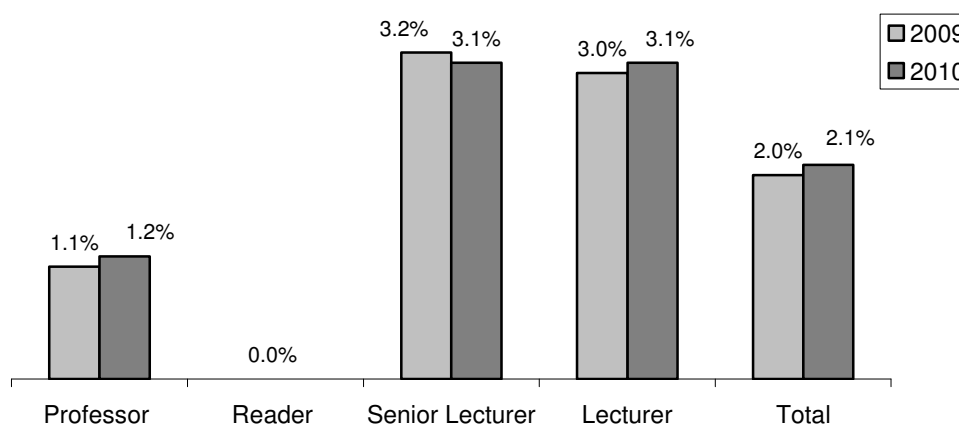
**Figure 45 Disabled staff by job category, 2008/09**



### Disability – academic staff

In 2010, 2.1% of academic staff were disabled, slightly higher than the 2% in 2009. However, it should be noted that, in both 2010 and 2009, disabled staff are in the academic jobs from lecturer up to professor level, with the exception of reader. As the figures are low, the important point to note is that they are not grouped at one particular level, but spread almost across all academic levels. HESA data also shows very little variation between professorial level and other academic levels.

**Figure 46 Percentage of disabled staff in academic roles, 2008/09 and 2009/10**



## 8.2 Recruitment and selection – disability

Disabled people have been appointed in different job categories. However, they have had a lower success rate. In 2010, 2.4% of applicants for posts in the college were disabled, 2.2% of those who were shortlisted were disabled, and a low 0.6% were appointed. Although a higher percentage (1.7%), equating to a higher number (4) were appointed the previous year, this perpetuates the pattern of low success rates for disabled applicants at the College.

### **8.3 Starters**

The relatively low percentage of disabled staff is also reflected in their proportion of starters, with 1.7% of starters in 2009/10 being disabled people, a little less than the also low 1.9% of those who started in 2008/09.

### **8.4 Training**

The take-up of generic training by disabled staff was at a slightly lower rate than their representation in the whole of the workforce in both 2010 and 2009. However, there is take-up across the different job categories and, because the overall numbers are low, there is no specific cause for concern in relation to the take-up of training.

A very low percentage of disabled staff undertook H&S training in 2009/10 (0.3%). However, as 1.8% had undertaken the training the previous year, and numbers are small, the same level of take-up can not be expected each year.

The percentage of requests for FM training from disabled staff (3.8% in 2010 and 4.1% in 2009) is higher than their overall representation in the organisation (2%), although it should be noted that completion of FM training in these years was relatively low (1.2% in 2010 and 1.0% in 2009) and in 2009/10 no IT training was taken up by any disabled staff. However, take-up of ADS training by disabled staff was a higher percentage than their overall representation in the organisation.

### **8.5 Appraisals**

Taking the last two years together, the percentage of disabled staff amongst those who have had appraisals was more or less the level of their representation amongst the whole staff group, forming 4.1% in 2010 and 1.1% in 2009.

### **8.6 Leavers**

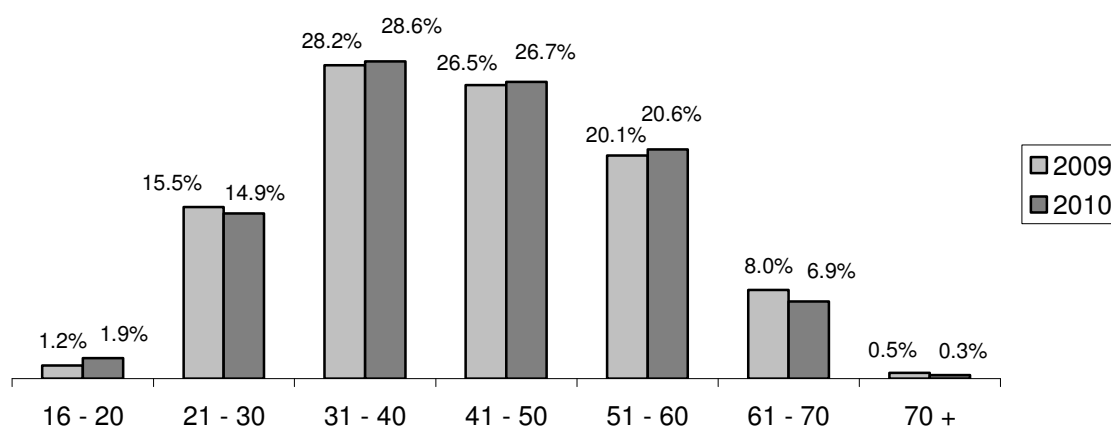
Disabled staff were 2.1% of the leavers in 2010 and 3.2% in 2009 and were from different job types. For the past three years this percentage has been just above their overall representation in the organisation.

## 9. AGE GROUPS

### 9.1 Staff profile – age

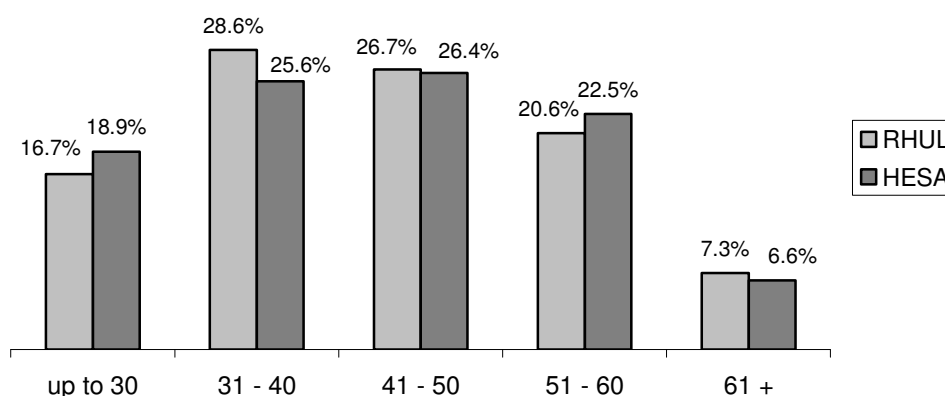
The workforce is spread across the age groups from 16 to 20 through to over 70. The largest percentage is in the age group 31 to 40. This reflects the workforce getting slightly younger, as it is in contrast with 2007/08, when the largest percentage of staff were in the 41 – 50 age group.

**Figure 47 Age profile of staff, 2008/09 and 2009/10**

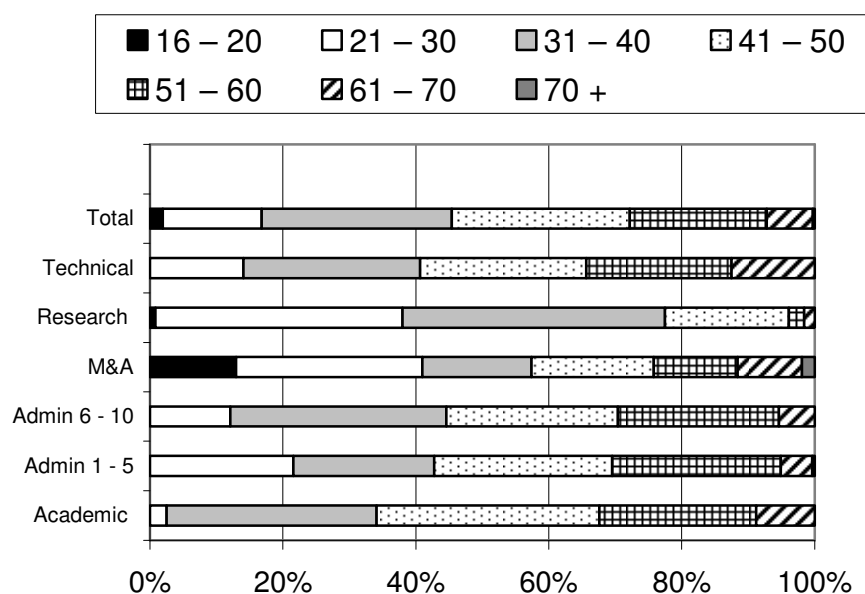


As in 2007/08, there is a small number of staff (8 in 2009, 5 in 2010) in the 70+ age group. The age profile of staff is slightly younger than the overall HESA figures.

**Figure 48 Age profile of RHUL staff (2009/10) compared to HESA figures 2008/09**



**Figure 49 Age distribution of staff by age and staff group, 2009/10**



### Age range – academic staff

The age range of the academic staff differs according to level. As might be expected, the lecturer group are younger in profile and the professor group are the oldest in profile.

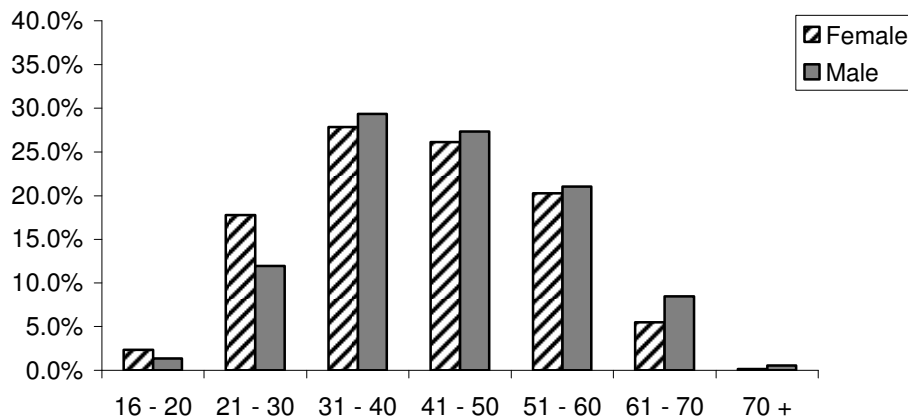
**Table 20 Academic staff by level and age group, 2009/10**

| Age group | Professor | Reader | Senior Lecturer | Lecturer | Academic Non-Spinal | Total |
|-----------|-----------|--------|-----------------|----------|---------------------|-------|
| 21-30     | 0.0%      | 0.0%   | 0.8%            | 8.5%     | 0.0%                | 2.5%  |
| 31-40     | 4.3%      | 25.0%  | 32.3%           | 67.7%    | 50.0%               | 31.6% |
| 41-50     | 34.1%     | 51.7%  | 40.2%           | 17.7%    | 33.3%               | 33.5% |
| 51-60     | 45.7%     | 20.0%  | 17.3%           | 3.8%     | 16.7%               | 23.6% |
| 61-70     | 15.9%     | 3.3%   | 9.4%            | 2.3%     | 0.0%                | 8.8%  |



### Age by gender

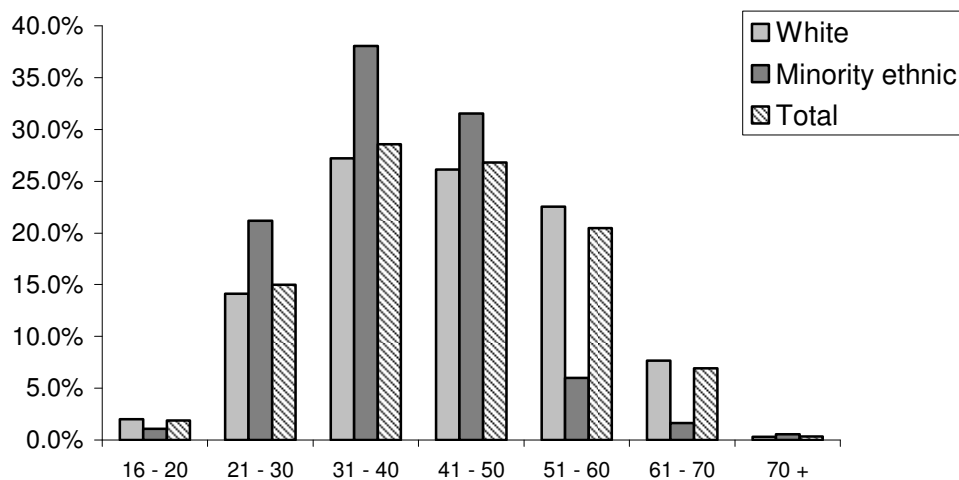
**Figure 50 Gender by age group, 2009/10**



A higher percentage of the female staff are in the two youngest age groups. In all age groups thereafter the percentage of men is higher than that of women. The job categories with the highest percentage of the two youngest age groups combined are M&A and Research, followed by Admin 1 – 5.

### Age by ethnicity

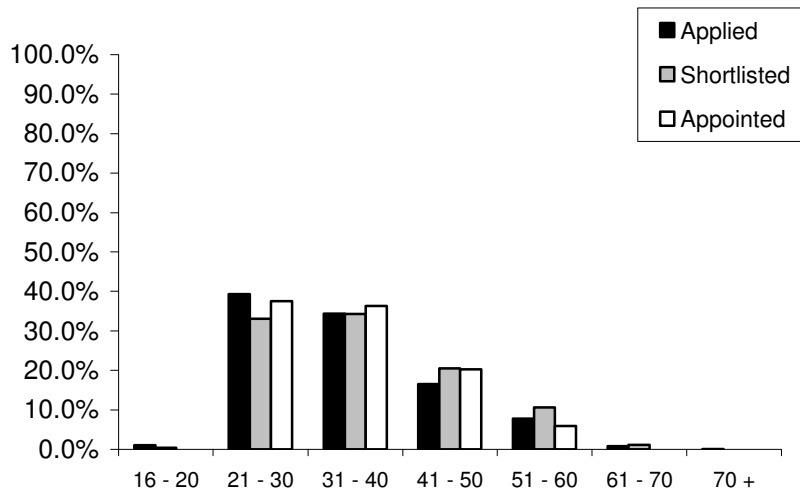
**Figure 51 Ethnicity by age group, 2009/10**



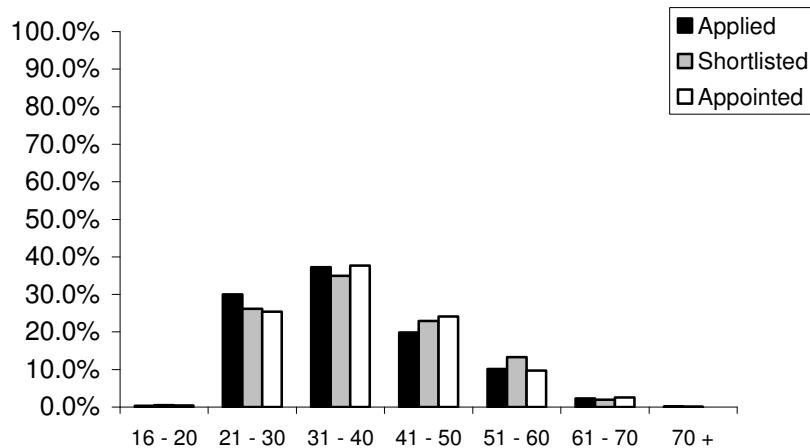
The above shows the age range for each broad group – White, minority ethnic and all staff. The White group shows a similar pattern to all staff, reflecting their predominance in the College. The minority ethnic staff are grouped in the age range from 21 – 30 up to 41 – 50. A relatively low percentage of the minority ethnic staff are in the younger age group and in the age groups 51 – 60 and above.

## 9.2 Recruitment and selection - age

**Figure 52 Recruitment and selection, age groups, 2009/10**



**Figure 53 Recruitment and selection, age groups, 2008/09**

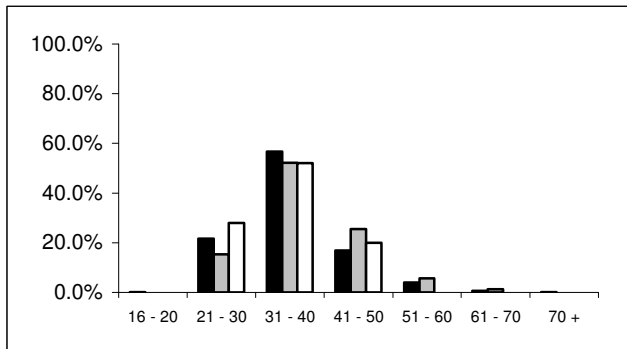


There were applicants from across the age groups, from 16 – 20 up to 70+ (with just one application in this latter age group). This was generally spread across all job categories, with applicants for all of the job categories drawn from the 21 – 30 age group up to the 61 – 70 age group. There was a similar spread in 2009.

**AGE - 2010**

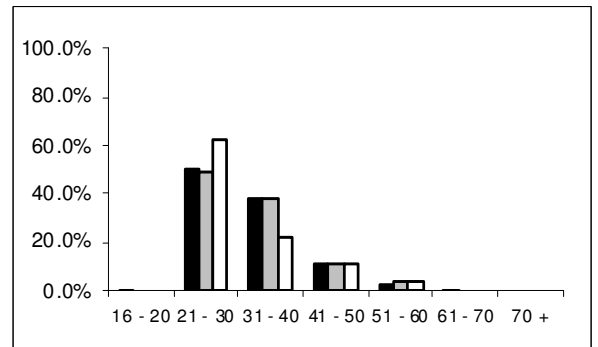
**Figure 54 Applicants by age group, 2009/10**

■ Applications ■ Shortlisted □ Appointed



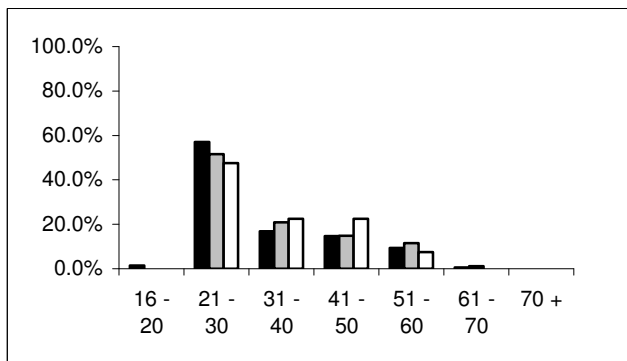
**Academic**

*Based on 1171 applicants (age data is unknown for an additional 169 people)*



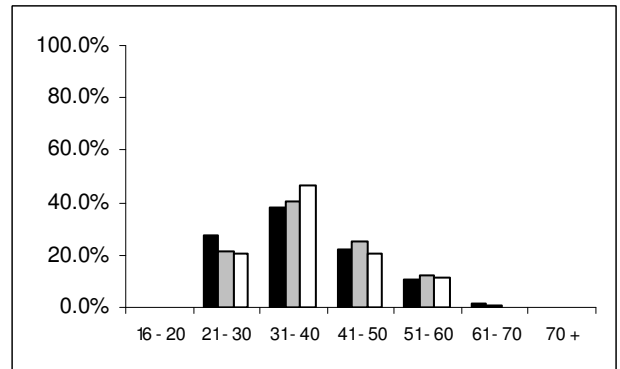
**Research**

*Based on 582 applicants (age data is unknown for an additional 43 people)*



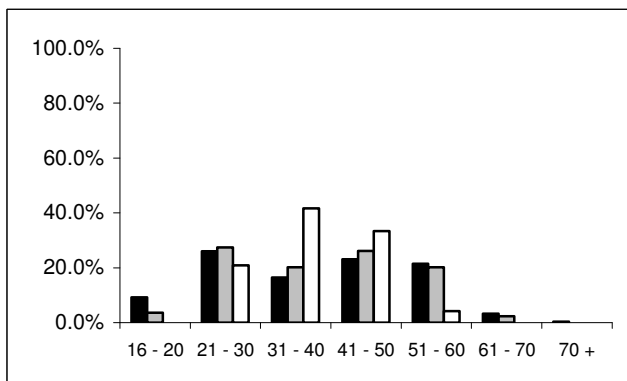
**Admin 1 - 5**

*Based on 1230 applicants (age data is unknown for an additional 150 people)*



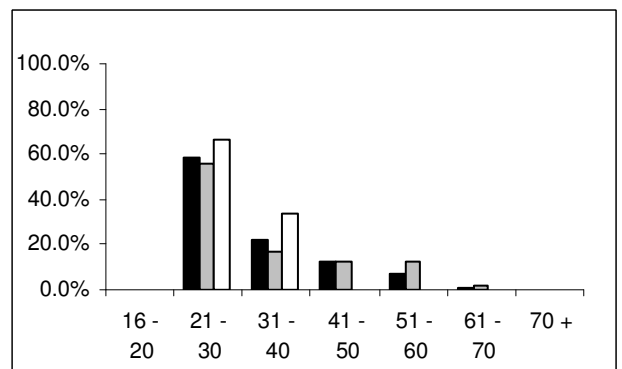
**Admin 6 - 10**

*Based on 849 applicants (age data is unknown for an additional 115 people)*



**M & A**

*Based on 303 applicants (age data is unknown for an additional 28 people)*



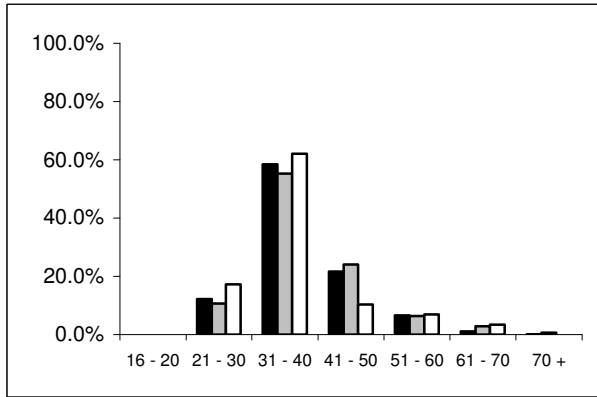
**Technical**

*Based on 357 applicants (age data is unknown for an additional 30 people)*

**AGE - 2009**

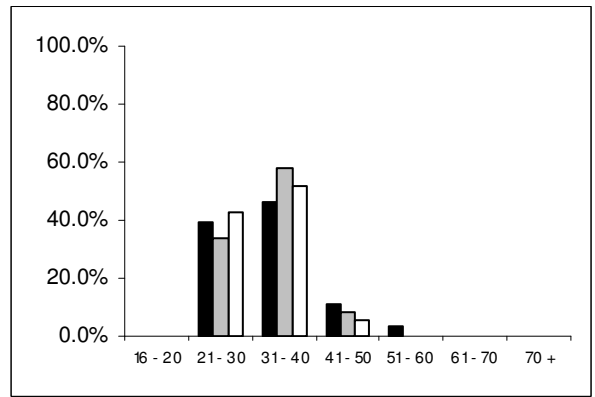
**Figure 55 Applicants by age group, 2008/09**

■ Applications ■ Shortlisted □ Appointed



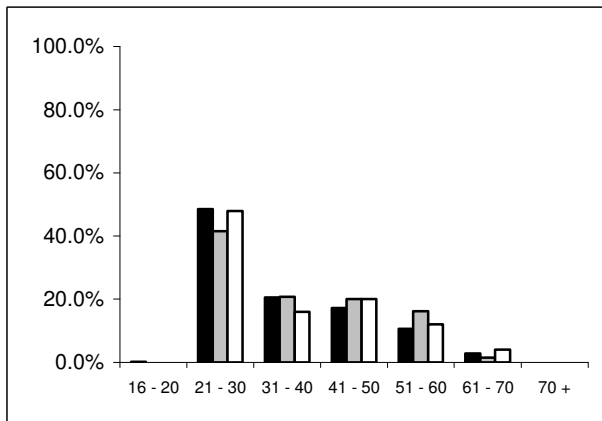
**Academic**

*Based on 938 applicants (age data is unknown for an additional 127 people)*



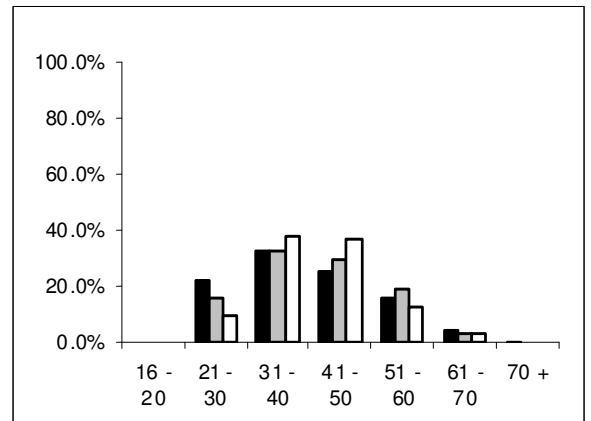
**Research**

*Based on 706 applicants (age data is unknown for an additional 86 people)*



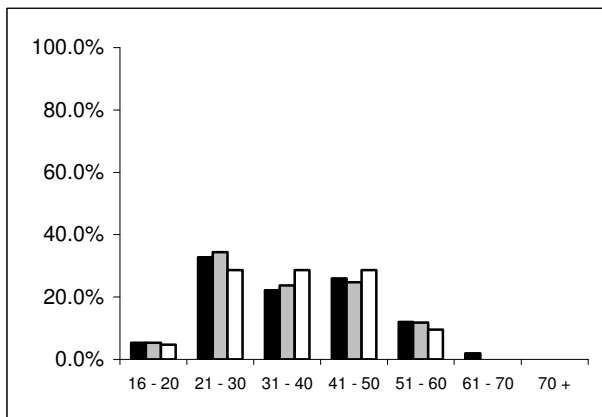
**Admin 1 – 5**

*Based on 1003 applicants (age data is unknown for an additional 155 people)*



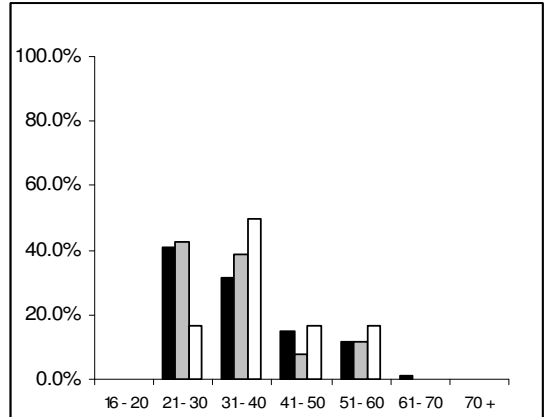
**Admin 6 – 10**

*Based on 1309 applicants (age data is unknown for an additional 208 people)*



**M & A**

*Based on 208 applicants (age data is unknown for an additional 46 people)*



**Technical**

*Based on 169 applicants (age data is unknown for an additional 33 people)*

### 9.3 Starters

Starters were from all age groups, from 16-20 up to and including 61-70, with the highest percentage of starters being in the 21-30 age group for all job categories with the exception of academic and of Admin 6 – 10, where the highest percentage of starters were in the 31-40 age group.

**Table 21 Starters by age group by job category, 2009/10**

| Age group | Academic | Admin 1 - 5 | Admin 6 - 10 | M&A   | Research | Technical | Total |
|-----------|----------|-------------|--------------|-------|----------|-----------|-------|
| 16-20     | 0.0%     | 0.0%        | 0.0%         | 25.0% | 2.4%     | 0.0%      | 7.7%  |
| 21-30     | 21.7%    | 51.3%       | 27.8%        | 44.1% | 53.7%    | 60.0%     | 41.7% |
| 31-40     | 47.8%    | 20.5%       | 35.2%        | 17.6% | 26.8%    | 20.0%     | 26.8% |
| 41-50     | 4.3%     | 20.5%       | 22.2%        | 11.8% | 14.6%    | 10.0%     | 15.3% |
| 51-60     | 13.0%    | 7.7%        | 14.8%        | 0.0%  | 2.4%     | 0.0%      | 6.4%  |
| 61-70     | 13.0%    | 0.0%        | 0.0%         | 1.5%  | 0.0%     | 10.0%     | 2.1%  |

### 9.4 Training

In general, training – generic, H&S, IT and FM – is taken up by all age groups across the College. Data is available for requests for FM training and requests for this training were made by staff in the full range of age groups. The 21 – 30 age group take up generic training opportunities at a higher rate than their representation in the organisation, and the 31 – 40 age group were the largest percentage of staff taking up ADS training, although staff from all age groups from 21 – 30 upwards took these opportunities.

### 9.5 Appraisals

Although an overall low percentage of appraisals have been carried out, as a percentage of those who have had appraisals, staff of all age groups is more or less in line with their overall representation.

### 9.6 Leavers

Leavers were from all age groups. As in 2007/08, the largest percentage of leavers in 2009 and in 2010 was from the 21 – 30 year old group, perhaps reflecting a tendency in this group to be developing their careers and looking for new opportunities in other organisations. Data on reasons for leaving would shed more light on this.

## 10. CARERS

Data is available for job applicants and carer responsibilities.

### CARERS – 2010

As in the last reporting year, 2007/08, carer data is not available for current staff. However, this data is collected from applicants for posts.

**Table 22 Applicants by carer responsibilities, 2009/10**

| Carer responsibilities | Total   |             |           |
|------------------------|---------|-------------|-----------|
|                        | Applied | Shortlisted | Appointed |
| No                     | 82.1%   | 81.3%       | 82.4%     |
| Yes                    | 17.9%   | 18.7%       | 17.6%     |

*Based on 3148 (62.6%) applicants who provided the data*

| Carer responsibilities | Academic |             |           |
|------------------------|----------|-------------|-----------|
|                        | Applied  | Shortlisted | Appointed |
| No                     | 77.9%    | 69.4%       | 66.7%     |
| Yes                    | 22.1%    | 30.6%       | 33.3%     |

*Based on 868 (64.8%) applicants who provided the data*

| Carer responsibilities | Research |             |           |
|------------------------|----------|-------------|-----------|
|                        | Applied  | Shortlisted | Appointed |
| No                     | 87.6%    | 87.0%       | 94.4%     |
| Yes                    | 12.4%    | 13.0%       | 5.6%      |

*Based on 403 (64.5%) applicants who provided the data*

| Carer responsibilities | Admin 1 – 5 |             |           |
|------------------------|-------------|-------------|-----------|
|                        | Applied     | Shortlisted | Appointed |
| No                     | 80.9%       | 80.0%       | 78.6%     |
| Yes                    | 19.1%       | 20.0%       | 21.4%     |

*Based on 818 (59.3%) applicants who provided the data*

| Carer responsibilities | Admin 6 – 10 |             |           |
|------------------------|--------------|-------------|-----------|
|                        | Applied      | Shortlisted | Appointed |
| No                     | 84.2%        | 84.8%       | 84.6%     |
| Yes                    | 15.8%        | 15.2%       | 15.4%     |

*Based on 612 (63.5%) applicants who provided the data*

| Carer responsibilities | M & A   |             |           |
|------------------------|---------|-------------|-----------|
|                        | Applied | Shortlisted | Appointed |
| No                     | 84.0%   | 87.0%       | 81.8%     |
| Yes                    | 16.0%   | 13.0%       | 18.2%     |

*Based on 181 (54.7%) applicants who provided the data*

| Carer responsibilities | Technical |             |           |
|------------------------|-----------|-------------|-----------|
|                        | Applied   | Shortlisted | Appointed |
| No                     | 85.0%     | 90.0%       | 100.0%    |
| Yes                    | 15.0%     | 10.0%       | 0.0%      |

*Based on 266 (68.7%) applicants who provided the data*

## CARERS – 2009

**Table 23 Applicants by carer responsibilities, 2008/09**

| Carer responsibilities | Total   |             |           |
|------------------------|---------|-------------|-----------|
|                        | Applied | Shortlisted | Appointed |
| No                     | 78.5%   | 79.8%       | 79.4%     |
| Yes                    | 21.5%   | 20.2%       | 20.6%     |

*Based on 2606 (52.2%) applicants who provided the data*

| Carer responsibilities | Academic |             |           |
|------------------------|----------|-------------|-----------|
|                        | Applied  | Shortlisted | Appointed |
| No                     | 72.1%    | 78.7%       | 87.5%     |
| Yes                    | 27.9%    | 21.3%       | 12.5%     |

*Based on 620 (58.2%) applicants who provided the data*

| Carer responsibilities | Research |             |           |
|------------------------|----------|-------------|-----------|
|                        | Applied  | Shortlisted | Appointed |
| No                     | 79.4%    | 85.2%       | 93.3%     |
| Yes                    | 20.6%    | 14.8%       | 6.7%      |

*Based on 418 (52.8%) applicants who provided the data*

| Carer responsibilities | Admin 1 – 5 |             |           |
|------------------------|-------------|-------------|-----------|
|                        | Applied     | Shortlisted | Appointed |
| No                     | 79.6%       | 78.6%       | 84.0%     |
| Yes                    | 20.4%       | 21.4%       | 16.0%     |

*Based on 553 (47.8%) applicants who provided the data*

| Carer responsibilities | Admin 6 – 10 |             |           |
|------------------------|--------------|-------------|-----------|
|                        | Applied      | Shortlisted | Appointed |
| No                     | 81.6%        | 79.1%       | 70.0%     |
| Yes                    | 18.4%        | 20.9%       | 30.0%     |

*Based on 854 (56.3%) applicants who provided the data*

| Carer responsibilities | M & A   |             |           |
|------------------------|---------|-------------|-----------|
|                        | Applied | Shortlisted | Appointed |
| No                     | 75.0%   | 76.9%       | 85.7%     |
| Yes                    | 25.0%   | 23.1%       | 14.3%     |

*Based on 72 (28.2%) applicants who provided the data*

| Carer responsibilities | Technical |             |           |
|------------------------|-----------|-------------|-----------|
|                        | Applied   | Shortlisted | Appointed |
| No                     | 86.5%     | 88.2%       | 50.0%     |
| Yes                    | 13.5%     | 11.8%       | 50.0%     |

*Based on 89 (44.1%) applicants who provided the data*

Carer responsibility seems to be no impediment to appointment overall, with successful candidates with caring responsibilities in proportion to their application rate. Although there are some variations across different job categories, and some anomalies in a single job category in a specific year, such as no appointments made

in 2010 of technical staff with carer responsibilities, these do not raise equality concerns when looking at the two years' data combined. In 2010, those appointed to academic posts have the greatest likelihood of carer responsibilities – in fact those appointed in 2010 were twice as likely to have carer responsibilities as is typical amongst appointees in general, and they were 50 percent more likely than academic applicants to have carer responsibilities. Apart from technical staff in 2010 (in contrast with 2009), research staff with carer responsibilities were notably fewer, possibly reflecting their relative youth.

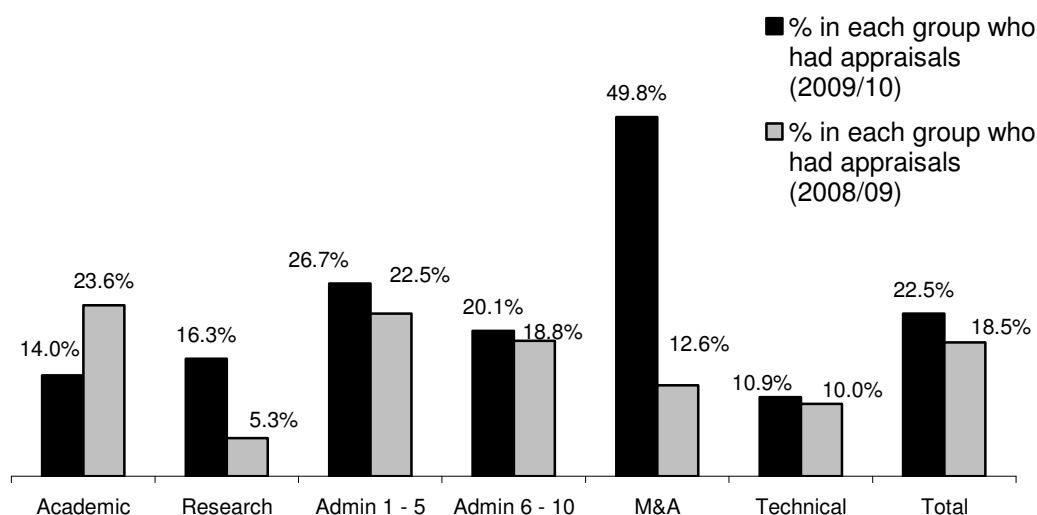
## 11. MEDIA

Data relating to media used to advertise jobs is available for 2010. In total, 30 sources of advertising/information about jobs in the College resulted in job applications being made. Overall, the two most popular sources that people have used for information about jobs at the College are the website jobs.ac.uk and the RHUL intranet. The two most successful sources, i.e. the routes which provide a high success rate in being appointed, were 'colleague/word of mouth' and 'internal advert', indicating a high success rate for those with an existing direct or indirect connection to the College. While such a system has its advantages for candidates, it can risk replicating the same sort of candidate for certain posts and not taking the opportunity of appointment as a way of increasing the diversity of experience and perspective within the College, i.e. bringing in new blood.

## 12. APPRAISALS

A total of 23% of staff are recorded as having received an appraisal in 2009/10 and 19% in 2008/09. These figures are a low percentage of all staff and on such an appraisal rate staff would be lucky to receive an appraisal within a four-year cycle, although the percentage of appraisals taking place varies according to staff group.

**Figure 56 Percentage of each category who had an appraisal, 2009/10, 2008/09**



Amongst those who have had appraisals, the mix is broadly similar to that of the College in terms of the main equality characteristics (those receiving appraisals in 2010 comprising 53.8% women; 11.3% minority ethnic people; 4.1% disabled people, and a spread across all age groups).



## **13. GRIEVANCES AND DISCIPLINARIES**

### **13.1 Grievances**

Data for grievances is available for 2009 and 2010. Overall, 16 are reported, although there may be some overlapping between the two years. Although there is a high percentage of women (62.5%) and of minority ethnic people (31.3%) compared with their representation in the organisation, there are no concerns regarding equality from this data because of the overall small numbers. This, however, should be monitored over time. It should be noted that the majority are in the age group 41 and above, whilst no grievances have been taken up by staff below the age of 31.

### **13.2 Disciplinary**

Data for under ten disciplinary is available in 2009 (there were none in 2010)<sup>5</sup>. These relate to staff across the age groups from 21 – 30 up to 51 – 60. All are White, none are disabled. The only point to note at this stage is that the majority are men. This gender imbalance should be monitored over time.

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<sup>5</sup> The exact figure is not cited here, to avoid identifiability of individual cases.

## 14. ANALYSIS OF KEY ISSUES

The employment structure of the College has remained broadly stable over the last three years, but the restructuring of certain employment grades and changes to their management at times mean that, although broad comparisons can be made, sometimes direct comparisons are not possible. Of the main analytical categories – gender, ethnicity and disability – gender has remained broadly stable over the last five years, reaching just over 50% in 2009. Nevertheless, the College has been close to this figure for some time. This is still below the HESA level which has consistently run 3-4% over that of RHUL. It must be noted that over a third of women in the College are on part-time contracts (compared with only one in eight for men), and a comparison of gender roles in the college based on FTE hours would show a considerable gender imbalance. Since the category of employment with the highest proportion of part-time contracts is M&A it can be argued that students do not directly experience this imbalance quite so acutely in their learning since academic posts at present have the lowest proportion of part-time contracts. Gender imbalance does affect College management however, where less than a third of senior posts are held by women, a relatively stable proportion over the last monitoring period.

As in previous years, although there are variations in the balance of men and women by staff group, the highest proportion of women is in the Admin 1 – 5 group, and the lowest is in the technical and academic staff. Looking at the statistics with a slightly longer perspective, 2003 to the present, the most notable change over this time period is the reduction of the percentage of women in research and technical posts. With the restructuring of clerical and ALC posts in 2008/09 it is notable that women dominate the lower end of the pay structure.

There is gender imbalance in the main academic functions of the College where only a third of academic posts are held by women. This figure has been broadly flat for the last three years. Only one in three of academic posts from lecturer through to professor are occupied by women – ten percentage points lower than HESA figures. Although there has been some small improvement in the number of women reaching professorial level, overall the gender imbalance is most dramatic at this end of the academic scale. Nevertheless, the proportion of women at professorial level (just under a quarter) exceeds the HESA figures by six percent, and, at 61%, the gender profile of the College for professional and support staff closely reflects the HESA figures and has hardly moved over the last three years. There is no evidence that the gender profile overall is changing, with the number of starters closely reflecting the gender balance overall. While it can hardly be said that RHUL is a male environment, it is fair to say that men have a greater say in the running of the College and its general policy direction.

Whereas the gender category is fully disclosed in the monitoring statistics, ethnicity is not, and we cannot report the exact figures for minority ethnic representation amongst staff. However in general a 97.8% return is quite satisfactory. Although there was a slight dip in 2007 and 2008, the figures for 2009 show a return to 2006 levels of minority ethnic employment, and 2010 continued this rising trend to one in eight of employees, of those for whom ethnicity is known. This is above the HESA figure of one in ten. Although the gender proportion overall is only slightly in favour of women employees, in the Black staff group two-thirds are female, whereas the Asian staff group are only 44% female. Almost 30% of minority ethnic staff are,

however, on part-time contracts, about 5 percentage points over the College average, and almost a quarter are on fixed term contracts – double the percentage in College staff overall. This last figure may reflect the fact that research posts, where fixed term contracts are more prevalent, has the highest percent of minority ethnic staff. Technical posts attract the lowest proportion of minority ethnic staff. One would need to look at skill requirements, the turnover in staff, and the importance of local recruitment to say more about the reasons for this. With regard to the latter, the most successful sources of appointees has been identified as ‘internal advert’, indicating a high success rate for those with an existing direct or indirect connection to the College. However, this risks replicating the staff profile of the College without exploiting the opportunities for recruiting staff with different skills and a new perspective.

Minority ethnic staff of UK nationality have increased in the last year – from 7.4% in 2008/09 to 9.1% 2009/10. Over a seven year period (even taking into account the statistical anomalies of restructuring which make like-with-like comparisons difficult) it is clear that minority ethnic representation has considerably increased in the College across the board, and particularly in research, administrative and academic posts. Given the number of minority ethnic starters appointed in 2009/10 (17% of starters) it is likely that (all other things being equal) these levels could be maintained over the near future.

In 2010, staff of Asian origin are the single largest minority ethnic group overall, and in all the job categories other than academics, where Chinese are the minority ethnic group with the highest percentage. This is unsurprising given the local population in West London and East/Mid-Berkshire. In the academic group over the last two years, Chinese and Asian origins were the highest percentage minorities, each roughly equalling Black, Mixed Race and ‘Other’ academics combined. Although the percentages of minority ethnic staff at lecturer to reader posts decline in steps from 15% to almost 12%, the decline is steepest at professorial level where it rests at 4.4%, a quarter lower than the HESA figure of 5.5%. Of staff with UK nationality, the percentage is slightly higher, with minority ethnic staff forming 5.5% of professors. Nevertheless, the percentage of minority ethnic professors has increased over the seven year period while lecturers, senior lecturers and readers have not made progress at the same rate.

One of the 20 action points of the 2007/08 Report specifies action to improve diversity within the College: ‘Efforts should be made to increase applications from disabled people. This relates to all staff groups.’ However, the number of new starters who declared they are disabled is below the current employment levels, and, at 2% of the whole workforce, the numbers of disabled staff in the College are below the HESA figure of 3% and represent a reversion to 2005 levels, losing the gains made in recent years. Percentages of disabled staff across all departments vary between 1.4 and 2.5, with the largest percentage (2.5%) in lower grade administrative roles, but these numbers are too small for robust comparison. The College would benefit from taking relevant advice from organisations representing various forms of disability in particular regarding what, if any, are the most important impediments to the recruitment of disabled people. This would then help plan and take appropriate actions to remove or diminish the barriers, and devise ways of presenting positive responses to the challenge of inclusivity on a variety of platforms: website, application information, staff and student publications, communications to organisations representing the interests of disabled people.

In terms of age, the workforce is younger than in previous years with the largest percentage now in the 31 to 40 age group, down from the 41 – 50 age group in 2007/08, and slightly younger than the overall HESA figures. M&A and research have larger numbers of young staff, but M&A and technical have the highest numbers of staff in the older age group. Within staff areas there is differentiation too, so that the lecturer group of academics are, not surprisingly, younger in profile than the professorial group. Women are more numerous only in the younger staff cohorts. Most of the minority ethnic staff are in the younger/middle aged cohorts: 21-50 years. The highest percentage of starters were in their twenties, in the research, M&A and the lower grade administrative posts; in the academic and higher grade administrative posts, starters in their thirties were most prominent.

In summary, the apparently healthy overall gender balance of College staff obscures the real conditions of female employment, with more of them on part-time and fixed term contracts, at the lower levels of job categories where this is distinguishable, and relatively under-represented in senior management positions. Similarly, while the College may take some comfort in the rise in numbers of minority ethnic staff, they are relatively highly represented in part-time, fixed term and lower paid posts. While there are positive signs within these figures, there is no argument for complacency, particularly when one takes into account the facts that 20% of the student body is from overseas and a higher number of students now than in the past of British nationality come from minority ethnic backgrounds. The most disappointing aspect revealed by monitoring is the failure to progress action to increase employment of disabled people. The College is not alone in finding this a challenging target, but some other universities have found it possible to make some progress and it would be reasonable to find out how the more successful universities (i.e. those who rates of employment exceed 3%) have been able to effect their improvements.

Future reports may include data and trends in the employment of gay, lesbian and transgender staff as good practice in this area develops amongst comparable institutions, but at present there is no requirement to do so and the information is not collected.

## 15. RECOMMENDATIONS

The College meets the core requirements for equality monitoring of staff. There are some areas where further data would be useful, and these are noted in Table 4 of the report. The following are the recommendations from this report.

1. A group should be convened to consider progress in implementing the recommendations from the 2007/08 equality monitoring report, particularly those items where information or decisions are pending, and to consider and prioritise action emerging from this report.
2. Further efforts should be made to increase applications from disabled people.
3. Consideration should be given to analysing data for contract type by disability
4. The recommendation in the 2007/08 report to give consideration to the collection of data from staff on their carer responsibilities should be re-considered.
5. Although gender data is available for a much higher percentage of applicants than in previous years, a further check should be made to ensure that as complete data as possible is collected and recorded.
6. Once the restructuring of faculties and related bodies has taken place, equality monitoring data of staff should be analysed in relation to each of the main bodies of the new structure. This should include an analysis of data in relation to staff profile and age, disability, ethnicity and gender.
7. The data for non-academic re-gradings and for academic promotions should now be built upon, with data collated and analysed in relation to age, disability and ethnicity. Consideration should be given to also collating application and success rate data for internal applicants, as well as the data for those who have received a re-grading or promotion, as there is currently no data available for this report regarding success/rejection rates.
8. Data for grievances, particularly by ethnicity, and for disciplinaries, particularly by gender, should be monitored over time, with trend data analysed.
9. Further consideration should be given to possible analysis of any performance related pay or bonuses. Even if reported on separately, this should be referred to and taken into account in the equality monitoring data report.
10. Reasons for the low level of appraisals taking place and reported on should be explored.
11. Gender and promotion in academic roles should be looked into, in particular the low percentage of women in research posts who were re-graded and also in promotion to reader from lecturer.
12. Consideration should now be given to monitoring the further areas of equality which are not a legal requirement, but which help monitor impact of policy. In

particular, the collection and analysis of data relating to sexual orientation should be given some consideration, following the guidance developed by the Equality Challenge Unit and benchmarked against a sample of other universities who are undertaking this monitoring.

13. It would be useful to explore ways of complementing this comparison with figures for the University of London overall, for a package of universities west of London in Royal Holloway's 'catchment', and for another package of universities offering a similar curriculum spread, e.g. biomedicine, science, social sciences, arts and humanities.
14. It would be useful to look at the equality profile of the College Council, as the governing body with responsibility, amongst other items, for setting the College's overall strategic direction.

## **16. REFERENCES**

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