



PLOTINA - Promoting gender balance and inclusion in research, innovation and training

INFORMATION SHEET

Title of project: Demystifying Promotions Process

Principal Investigators: Dr. Charikleia Tzanakou, Christina Efthymiadou

Introduction

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

(Part 1 tells you the purpose of the study and what will happen to you if you take part. Part 2 gives you more detailed information about the conduct of the study)

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

PART 1

What is the study about?

The Demystifying Promotions Action aims to conduct a brief review of the new promotions process, which will be communicated to the Provost in collaboration with the Gender Taskforce. It will also feed into a wider European project - PLOTINA which is funded by the European Commission (Horizon 2020 Programme) with the aim to showcase a good practice from the University of Warwick.

About the PLOTINA project

The PLOTINA Project has been funded by the European Commission (Horizon 2020 Programme) to enable the development, implementation and assessment of self-tailored Gender Equality Plans (GEPs) with innovative and sustainable strategies for the Research Performing Organisations (RPOs) involved (actions could be introduced at departmental or university level). The University of Warwick is member of the PLOTINA Consortium (10 organisations across Europe), which is coordinated by the University of Bologna in Italy. This project will lead to: 1) a Library of Actions and Good Practices for other European (RPOs) to adopt and use in the future, 2) a number of new Case studies of gendered research and training and 3) indicators that will enable institutions to monitor and evaluate gender actions.

Do I have to take part?

It is entirely up to you to decide. We will describe the study and go through this information sheet, which we will give to you to keep. If you choose to participate, we will ask you to sign a consent

form to confirm that you have agreed to take part. You will be free to withdraw at any time, without giving a reason and this will not affect you or your circumstances in any way.

What will happen to me if I take part?

We would like to invite you to contribute your views in an interview about the new promotions process at Warwick University. With your permission, the discussion will be audiotaped. All the data will be securely stored, anonymised and treated as confidential.

What are the possible disadvantages, side effects, risks, and/or discomforts of taking part in this study?

Due to the topic of this project, you will not be asked questions compromising your safety and well-being; if you find that the study is affecting your well-being you can choose to withdraw from the study

What are the possible benefits of taking part in this study?

Participants will have the opportunity to express their views about the new promotions process. Based on this information, we aim to contribute to addressing gender bias in the promotions process with emphasis on how best to articulate institutional processes in the future.

What will happen when the study ends?

Following the data analysis, the data or quotes from the project may be used in conference papers, publications and future project proposals. In this case, they will be appropriately anonymised so that no individual can be identified. Such anonymised data will also be provided to the evaluating partner for the evaluation of relevant gender actions.

Will my taking part be kept confidential?

Yes. We will follow strict ethical and legal practice and all information about you will be handled in confidence. Further details are included in Part 2.

What if there is a problem?

You are encouraged to raise any aspect of the study about which you might have reservations and voice any concerns with the researcher. If after the discussion you decide that you do not want any of the information raised in the interview to be used by the researcher, then you can ask for it to be withdrawn.

Any complaint about the way you have been dealt with during the study or any possible harm that you might suffer will be addressed. Detailed information is given in Part 2.

PART 2

Who is organising and funding the study?

The present study is part of the PLOTINA Project, which is funded by the European Commission (Horizon 2020 Programme). The principal investigators are: Dr Charikleia Tzanakou, Dr Christina Efthymiadou.

What will happen if I don't want to carry on being part of the study?

Participation in this study is entirely voluntary. Refusal to participate will not affect you in any way. If you decide to take part in the study, you will need to sign a consent form, which states that you have given your consent to participate. If you agree to participate, you may nevertheless withdraw from the study at any time without affecting you in any way and you can decline any further contact by study staff after you withdraw.

If you decide to take part in the study but after the discussion you decide that you do not want any of the information raised in the interview to be used by the researcher, then you can ask for it to be withdrawn. You can withdraw the information stemming from your interview at any time before the end of the PLOTINA project in January 2020.

Any questions

If you have any questions you can contact Christina Efthymiadou (c.efthymiadou@warwick.ac.uk)

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

Head of Research Governance
Research & Impact Services
University House
University of Warwick
Coventry
CV4 8UW
Email: researchgovernance@warwick.ac.uk
Tel: 024 76 522746

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Anjali Bajaj, Information and Data Director who will investigate the matter: DPO@warwick.ac.uk.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

Will my taking part be kept confidential?

The data will be anonymised during the analysis stage, replacing the names of the participants with ID numbers for all participants. Qualitative data such as quotes will be anonymised and will be used mainly as examples enriching the themes identified during the analysis. If a comment is deemed to be particularly valuable but runs the danger of being attributable, the researcher will discuss the matter with the person concerned and decide on a mutually satisfactory way of proceeding with the default being not to use the comment.

The consent forms and project data will be stored in a locked filing cabinet while electronic data will be encrypted and stored on secure university servers. All personal data will be held in an encrypted and password protected drive; in addition any documents with attributable information will be password protected; data will be held separately from the information identifying individuals. Only the Warwick project team will have access to the data stemming from this study.

The data will be held in accordance with Data Protection Act 1998 and research ethics principles and stored securely. No material citing or referring to individual participants will be used for any purpose other than this research project, potential follow up project or publications arising from it without the explicit permission of the participant(s) concerned.

Who has reviewed the study?

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC): 5th of November 2019.

Thank you for taking the time to read this Participant Information Leaflet



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