

## COVID Impact Assessment Institution Guidance

In response to concerns about the impact of COVID-19 on career progression, the University has introduced a new process which gives applicants and staff the opportunity to complete COVID-19 voluntary impact assessment statements in recruitment, probation, SRD and career progression processes setting out the impact that COVID-19 has had on the performance of their duties, achievements and future career progression. In the case of probation this would mean that departments would take the statement into account when evaluating probation and considering whether to grant an extension.

These new provisions apply to all staff for probation extensions and SRD, however, for recruitment and career progression processes, they only apply to academic and research staff because of the particular impact on researchers and academics.

This voluntary statement, where submitted, should be taken into account when evaluating submissions, including recruitment applications, probation and SRD (appraisal) self-evaluation forms. This document highlights some of the principles which should be applied by the relevant manager to ensure that the impact of COVID-19 is taken into account when assessing these submissions:

- Candidates are still expected to demonstrate the same standard (quality) as other candidates in terms of the excellence of their contribution; however, the quantity of their output/productivity might be adjusted in light of the COVID impact statement.
- The quality and impact of an applicant's performance should be assessed objectively and on the same basis as other applicants.
- A holistic approach is encouraged towards the assessment, taking into account both output from before and during the COVID-19 pandemic.
- Appropriate adjustments should be made to allow for a fair process so that those who have faced these additional barriers and submitted an impact assessment are considered on an even footing.
- All metrics should be considered in context with other factors, to ensure that a balanced view is taken of the individual's overall contribution to research, teaching or administration.
- Adjustments for the impact of COVID-19 should not lead to modifying the criteria that would have been used for assessment.