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| **Participant Information Guidance** |

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| **Title of study**  Ethnicity and career progression: a critical analysis of factors impacting on the progression of Black, Asian and Minority Ethnic professional services staff to senior positions in Higher Education, based on a case study focusing on a United Kingdom Institution. |
| **Name of principal researcher**  Waheeda Dhansey (E-mail: [w.dhansey@city.ac.uk](mailto:w.dhansey@city.ac.uk))  Supervisor: Dr Hulya Oztel, Nottingham Trent University (E-mail: [Hulya.Oztel@ntu.ac.uk](mailto:Hulya.Oztel@ntu.ac.uk)) |

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| **Invitation to participate**  I am writing to invite you to take part in a research study. Before you decide whether you would like to take part it is important that you understand why the research is being done and what it would involve for you. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. You will be given a copy of this information sheet to keep. |
| **What is the purpose of this study?**  It is increasingly acknowledged that there is significant under-representation of BAME staff at senior levels in higher education institutions (Equality Challenge Unit, 2017) in the United Kingdom (UK) higher education (HE) sector. To address racial inequalities, Advance HE has published its Race Equality Charter (REC).  University A has a diverse Black Asian and Minority Ethnic (BAME) population (26.1%), but they continue to be under-represented in senior roles. University A has committed to the Race Equality Charter (Advance HE) with an aim to improve representation, progression and success of its BAME staff. This research will seek to identify experiences of BAME professional staff at University A in regard to the organisational culture, and practices that are designed to promote inclusive leadership. The aim of the research project is to support career progression of BAME professional staff and support the University’s commitment to the Race Equality Charter.    The research is being undertaken as part of my studies at the Nottingham Trent University (NTU) on the MSc Higher Education Administration, Management and Leadership programme. This study is part of my research project, which is due for submission on 16 September 2021. |
| **Why have I been invited to take part?**  This research project will be undertaken as a case study and as the focus is to identify experiences of Black Asian and Minority Ethnic professional services staff to understand how organisational culture at City (University A) enables progression to senior leadership roles, the participants will be BAME professional staff working at City. Black Asian and Minority Ethnic professional services colleagues will be contacted primarily via City’s Network for Racial Justice (NRJ). Additional contact will be made through Human Resources.  Please note that choosing to take part or not take part in this case study will have no effect on your employment or promotion prospect. |
| **Do I have to take part?**  Participation in the project is voluntary, and you can choose not to participate in part or all of the project. You can withdraw at any stage of the project without being penalised or disadvantaged in any way. It is up to you to decide whether or not to take part. If you do decide to take part you will be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time and without giving a reason.  Please note that you will be able to withdraw your data up to 2 weeks after the data collection. |
| **What will happen once I agree to participate in this project?**  If you indicate that you are interested in participating in this project, you will be invited to:   1. Complete a questionnaire, which should take you around 20 minutes to fill.   Primary data will be collected through quantitative methods to gain contextual and statistical analysis to justify the breadth of the subject. Quantitative method in a form of a survey questionnaire through Qualtrics will provide descriptive statistical analysis on culture, values and behaviours.  **Timeline:** The research exercise (completion of survey questionnaire) are anticipated to commence in July and run until mid-August 2021. The research project is due for submission on 16 September 2021. |
| **What are the possible disadvantages and risks of taking part?**  There are no perceived disadvantages and risks involved for participants taking part in this research exercise.  Sensitivity of the subject matter may make some participants anxious and may result in concerns around anonymity and impact on them. Please be assured that as a participant your engagement will be treated with respect and any concerns or comments you raise will be managed with full confidentiality and anonymity. Any quotes used in the project will be fully anonymised. |
| **What are the possible benefits of taking part?**  Your engagement is key to the success of this project to identify what are the barriers that hinders BAME professional staff progressing to senior roles in the university. The possible benefits expected from this project is to:   1. Understand the barriers that hinder progression and propose recommendations with the Equality Committee and the NRJ to influence change in practice and behaviour by proposing practical, meaningful and measurable actions to address the lack of Black Asian and Minority Ethnic professional services staff representation in senior leadership roles. 2. To remove or reduce barriers for Black Asian and Minority Ethnic staff to progress into senior leadership and management roles. 3. Inform EDI on any changes required to its policies. 4. Identify additional training initiatives for all staff to aid career progression. 5. Advise Human Resources to audit recruitment and progression processes. 6. Identify specific initiatives to aid underrepresentation gap in senior roles. |
| **Data privacy statement**  **Confidentiality, Anonymity and Data Protection**  Information will be stored and processed securely and kept for a period of 3 months after the submission of the research project. In collecting this data, GDPR and confidentiality obligations will be observed, and conflicts of interest avoided. NTU is the ‘data controller’ of this information. This means that NTU decides what your personal information is used for, and the ways in which it is processed.  Individuals participating in the research will not be identified by name, but as “professional services staff” broad age group, and referred to as (Staff Member A, B, C etc) to preserve anonymity.  The final report will be seen by the Research Supervisor and relevant NTU staff for the purpose of marking and moderation.  **Legal basis on which your personal information will be processed.**  The legal basis on which NTU processes your personal information is on the basis of public task (per article 6(1)(e) of the GDPR). NTU are educational and research establishments and in particular their educational and research activities are conducted in a public interest (including your interest and the interest of others).  All primary data collected as part of this research will be saved with password-protected on the personal drive of the researcher’s computer. Nobody else will have access to any of the questionnaire surveys and recorded data apart from the researcher. .Your name and contact details will be retained by the researcher as part of this research study and will be destroyed after the submission of the research project.  If you raise a concern with NTU about the way it has handled your personal information, you are also entitled to lodge a concern with a supervisory authority. In the UK, the supervisory authority is the Information Commissioner’s Office (ICO).  You can find an introduction to Data Protection at <<https://ico.org.uk/for-organisations/guide-to-data-protection/introduction-to-data-protection/some-basic-concepts/>>  For the full DPA 2018, see <<https://ico.org.uk/for-organisations/data-protection-act-2018/>>. |
| **What will happen to the results?**  Following completion of the survey questionnaire as part of the research project, data analysis will commence.  Any common themes emerging will be used to generate particular concepts. Patterns and data emerging from quantitative methods will be coded and indexed to particular themes and results. Statistical and thematic analysis will be undertaken to understand the experiences of respondents in relation to this case study.  Recommendations emerging from this study will be presented in the research project with an aim to embed good practice in address the gap in BAME representation in senior leadership role. |
| **Who has reviewed the study?**  This study has been approved by Nottingham Trent University and City, University of London Senate Research Ethics Committee and School of Health Sciences Ethics Committee |
| **What if there is a problem?**  If you have any problems, concerns or questions about this study, you should ask to speak to the researcher. If you remain unhappy and wish to complain formally, you can do this through Dr Hulya Oztel, Supervisor for this study and Programme Leader, Nottingham Trent University ([Hulya.Oztel@ntu.ac.uk](mailto:Hulya.Oztel@ntu.ac.uk)). |
| **Further information and contact details**  If you need further information, please contact the following:  Researcher: Waheeda Dhansey (E-mail: [w.dhansey@city.ac.uk](mailto:w.dhansey@city.ac.uk))  Supervisor: Dr Hulya Oztel, Nottingham Trent University (E-mail: [Hulya.Oztel@ntu.ac.uk](mailto:Hulya.Oztel@ntu.ac.uk)) |

Thank you for taking time to read this guidance. Your participation in this study will be very much appreciated and valued.