

RACE, ETHNICITY AND SOCIOLOGY TEACHING PROVISION IN BRITISH UNIVERSITIES SURVEY

INFORMATION ABOUT THE PROJECT

You are being invited to take part in a research study commissioned by the British Sociological Association (BSA). Before you decide to participate, it is important for you to understand why the research is being done and what it will involve.

Please take time to read the following information carefully and discuss it with others if you wish. Please email stephen.ashe@manchester.ac.uk 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. Thank you for reading this.

About the research

➤ **Who will conduct the research?**

This project is being carried out by Dr Remi Joseph Salisbury, Dr Stephen Ashe and Professor Claire Alexander, Sociology, School of Social Sciences, The University of Manchester.

➤ **What is the purpose of the research?**

This study seeks to examine the presence of race and ethnicity within curricula of Sociology at undergraduate level during the academic year 2018/2019. In doing so, this study will examine:

- The content of modules that explicitly focus on race and ethnicity, as well as modules that have specific content examining race and ethnicity;
- The extent to which race and ethnicity are woven into general modules (e.g. modules on social theory and research methods);
- Any distinctions in availability between compulsory and optional modules;
- The way in which modules from other disciplines are used to examine race and ethnicity;
- The demographic profiles of staff within departments, including representation in senior roles; and
- The professional experiences of staff teaching race and ethnicity in British Universities.

➤ **Why have I been chosen?**

In order to explore the issues outlined above, we seek access to course guides for modules taught during the academic year 2018/2019, as well as demographic information about the people teaching these modules, as well as their experiences of doing so.

➤ **Will the outcomes of the research be published?**

The research will be published in the form of a report for the British Sociology Association (BSA). With the permission of the BSA, the research may also be used for academic publications such as blogs, book chapters and journal articles. We may also give presentations on the key findings of the report to relevant stakeholders. If, and when, we do use any of the information that you provide, we will do so in a completely anonymous manner. Only short extracts will be used in any one place.

➤ **Who has reviewed the research project?**

This study has been approved by The University of Manchester Research Ethics Committee.

➤ **Who is funding the research project?**

This project is funded by the British Sociological Association.

What would my involvement be?

➤ **What would I be asked to do if I took part?**

All you have to do is complete an online survey at a time and place that is convenient for you. It should take around 15-30 minutes to complete. The survey questions will cover the broad topics outlined above. You will also be invited to share your experiences and opinions. Once you have completed the survey, we will remove references to any individuals, including yourself, who could be identified (such as students, academic and non-academic staff at your institution).

➤ **Will I be compensated for taking part?**

Participation is entirely voluntary. You **will not** receive payment, reward or any other form of compensation for the time taken to participate in this project.

➤ **What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you decide to take part you are still free to withdraw your contribution/ data without giving a reason and without detriment to yourself. If you decide to withdraw your contribution after you have completed the survey, please inform Dr Ashe using any of the following **BEFORE SATURDAY 31ST OCTOBER, 2019**:

Dr Stephen Ashe (Co-Principal Investigator)
Equality, Diversity and Inclusion Office
Room G.035, John Owens Building
University of Manchester
Manchester
M13 9PL

Email: stephen.ashe@manchester.ac.uk.

If you do decide to withdraw, all of your data will be deleted from our files at the first available opportunity. However, it will not be possible to remove your data from the project once it has been anonymised as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

Data Protection and Confidentiality

➤ **What information will you collect about me?**

In order to participate in this research project we will need to collect information that could identify you, called "personal identifiable information". Specifically we will collect the

following “personal identifiable information”: age, ethnicity and race, gender, sexuality and disability, as well as you career/ professional status and your institutional affiliation.

➤ **Under what legal basis are you collecting this information?**

We are collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

➤ **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](#).

➤ **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

- Only Professor Alexander, Dr Joseph-Salisbury and Dr Ashe will have access to any personal identifiable information;
- Once you have completed the survey all data will be anonymised as soon as is practically possible;
- At some point in the future we may share fully anonymised data gathered via the survey with the British Sociological Association who have commissioned this research;
- We may use anonymous quotes in our report for the BSA. Should we quote you in the report we will not make reference to either your institution or your professional title;
- All data - including online survey questionnaires - will be stored on University of Manchester servers in accordance with data protection regulations;
- All data will be retained for a period of no longer than 5 years as is standard for this type of research; and, finally
- Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

➤ **Potential disclosures**

Please also note that should you disclose information indicating that you have/ intend to cause harm to yourself or others, or you make a disclosure relating to criminal activity, this will be reported to both the relevant authorities at your university (including your Head of Department) and, where appropriate, the police.

What if I have a complaint?

➤ Contact details for complaints

If you have a complaint that you wish to direct to members of the research team, please contact Dr Stephen Ashe (Co-Principal Investigator), Equality, Diversity and Inclusion Office, Room G.035, John Owens Building, University of Manchester, Manchester, M13 9PL. Email: stephen.ashe@manchester.ac.uk.

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact the Research Governance and Integrity Team by either writing to The Research Governance and Integrity Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester M13 9PL, by emailing: Research.Complaints@manchester.ac.uk, or by telephoning 0161 275 2674.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner's Office](#) about [complaints relating to your personal identifiable information](#), Tel: 0303 123 1113.

Contact Details

If you have any queries about the study or if you are interested in taking part then please contact Dr Stephen Ashe (Co-Principal Investigator), Equality, Diversity and Inclusion Office, Room G.035, John Owens Building, University of Manchester, Manchester, M13 9PL. Email: stephen.ashe@manchester.ac.uk.

Thank you for taking the time to read this information.