

LJ Potter & Jens Bakewell  
request-538061-6e596208@whatdotheyknow.com>

10 January 2019

Our ref: FOI 2018/319

Dear LJ Potter & Jens Bakewell,

**Request for Information under Freedom of Information (Scotland) Act 2002**

Thank you for your email which was received by the University on 10 December 2018 requesting the following information:

- 1. How many individual members of staff were employed at your institution (as of 1st November 2018)?**
- 2. During your recruitment process, how do you ask candidates about their title? Does your online application system have default title choices, e.g Mr/Mrs/Ms? If yes, what is the list available? Do you offer a free-form box to enter title? Is title a required field on your online application form?**
- 3.1. During your recruitment process, how do you ask candidates about their gender identity outside of your Equal Opportunity Monitoring form? If so, does your online application system have default gender options, e.g Female/Male? If yes, what is the list available? Do you offer a free form box to enter gender? Is gender a required field on your online application form?**
- 3.2 On your equal opportunities monitoring form for recruitment do you ask for candidates to state their gender? If yes, what questions are asked and what options are provided? Are candidates able to select an option which is not provided?**
- 3.3 Do you ask candidates about the sex/gender they were assigned at birth? Do you ask if candidates if they are transgender? If so, what are the questions you ask and what are the options provided?**
- 3.4 Do you ask candidates any other questions about their gender identity? If yes, what are they and what options do you provide?**

Information Governance Unit, University of Strathclyde, Room 2.74,  
McCance Building, 16 Richmond Street, Glasgow G1 1XQ  
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**THE** UK ENTREPRENEURIAL  
UNIVERSITY OF THE  
YEAR WINNER

4. If such information is available, what is the breakdown (in percentages) of sex or gender/gender identity of employed staff at your institution? What is the percentage of employed staff at your institution who do not identify as the sex assigned at birth? Please provide this information as 1st November 2018
5. Do you have a transgender equality policy? If so, please attach and return with your response. If not – is there a transgender section in your wider equality policy? If yes, please attach and return with your response.
6. What is the procedure to support staff who transition whilst in role at the university?
- How would they change their name, title and gender marker?
  - What would you do if a member of staff at the university wanted to use a gender that was not currently listed on your system?
  - Do you have a central point of contact for administering changes across all IT systems?
  - How is the policy made available to managers and staff? Do you provide specific training?
7. Do any of your policies and procedures specifically include non-binary people (those who do not identify as male or as female), and if so, in what ways? Please attach any policies that specifically mention non-binary people.
8. Across university systems (such as HR, name badges, IT accounts etc) what title choices are available for members of staff at your institution? (e.g Ms, Mrs, Mr etc). Are titles compulsory for people to state?
9. What provisions have you put in place for transgender (including non-binary) members of staff at your institution to ensure that these staff members feel comfortable and included at your organisation?

### **University's response**

1. How many individual members of staff were employed at your institution (as of 1st November 2018)?

3,828

2. During your recruitment process, how do you ask candidates about their title?

Yes

Does your online application system have default title choices, e.g Mr/Mrs/Ms?

Yes

If yes, what is the list available?

Baron, Cllr, Dame, Dr, HRH, Lady, Lord, Major, Miss, Mr, Mrs, Ms, Mx, Prof, Sheriff, Sir, Hon, Rev, RH, VP.

Do you offer a free-form box to enter title?

No

Is title a required field on your online application form?

Yes

**3.1. During your recruitment process, how do you ask candidates about their gender identity outside of your Equal Opportunity Monitoring form?**

The University does not ask candidates about their gender identity outside of the Equal Opportunity Monitoring form?

**If so, does your online application system have default gender options, e.g Female/Male? If yes, what is the list available? Do you offer a free form box to enter gender? Is gender a required field on your online application form?**

Not applicable

**3.2 On your equal opportunities monitoring form for recruitment do you ask for candidates to state their gender?**

Yes

**If yes, what questions are asked and what options are provided?**

The form asks for 'gender'. The options are 'Female', 'Male', 'Prefer not to specify'

**Are candidates able to select an option which is not provided?**

No

**3.3 Do you ask candidates about the sex/gender they were assigned at birth?**

Yes ("Is your gender identity the same as the gender you were assigned at birth?" with 'Yes', 'No', 'Prefer not to specify' options).

**Do you ask if candidates if they are transgender?**

No

**If so, what are the questions you ask and what are the options provided?**

Not applicable

**3.4 Do you ask candidates any other questions about their gender identity?**

No

**If yes, what are they and what options do you provide?**

Not applicable.

**4. If such information is available, what is the breakdown (in percentages) of sex or gender/gender identity of employed staff at your institution?**

Female	51%
Male	49%

**What is the percentage of employed staff at your institution who do not identify as the sex assigned at birth? Please provide this information as 1st November 2018**

0.24%.

Please note that this is not known or not specified for 43% of staff.

**5. Do you have a transgender equality policy? If so, please attach and return with your response. If not – is there a transgender section in your wider equality policy? If yes, please attach and return with your response.**

The University has an [LGBT+ Policy](#) and separate guidance on [Supporting transgender students and staff](#). The University is in the process of implementing the recommendations of our recently completed [TransEDU](#) research project, which include the recommendation that institutions develop a specific policy for trans students and staff. Both of the above documents will be reviewed as part of this process.

The University also has a number of related policies including [Dignity and Respect](#) and [Equality and Diversity](#).

**6. What is the procedure to support staff who transition whilst in role at the university?**

- How would they change their name, title and gender marker?
- What would you do if a member of staff at the university wanted to use a gender that was not currently listed on your system?
- Do you have a central point of contact for administering changes across all IT systems?
- How is the policy made available to managers and staff? Do you provide specific training?

Support for transgender students and staff is offered on an individual and personal basis through two nominated members of staff. There is not a fixed format, rather our support reflects the very personal and unique experience of individual staff and student transition. The University has two named colleagues dedicated to offering support on an individual and personal basis to colleagues and students, and who can assist personally in supporting colleagues in wide range of aspects. This can include, but is not restricted to, progressing and managing the process of adjustments to IT and admin support as required. Students and staff are also able to adjust their own personal records. The University website promotes access to support for transgender staff, students and applicants through a range of communications including FAQs, please see link above.

A member of staff's title can be changed by themselves via the Human Resources system, which provides staff with access to various online services, including personal and appointment details recorded by HR. Other detail changes need to be initiated by way of confidential dialogue with Human Resources.

A Scottish Government public consultation was conducted in 2018 on potential changes to legislation surrounding gender recognition and the University will comply with any resultant change to legislation.

The University's [LGBT+ Policy](#) and guidance on [Supporting trans students and staff](#) are available on our website. The University provides online Diversity in the Workplace training (compulsory as part of induction for new staff), as well as an additional online module on gender in the workplace, 'Gender Matters'.

**7. Do any of your policies and procedures specifically include non-binary people (those who do not identify as male or as female), and if so, in what ways? Please attach any policies that specifically mention non-binary people.**

The University's [LGBT+ Policy](#) specifically states that it includes non binary people and identities. The policy also promotes the use of gender neutral language in the work and study environment. The policy includes a definition of the term 'non-binary'.

The University hosts the [TransEDU](#) website and provides secretarial support for the TransEDU Scotland-wide Community of Practice. The website offers open-source information and training materials which are regularly promoted to staff. Specific trans and non-binary inclusion sessions are regularly delivered to new and continuing members of staff by the original research team.

**8. Across university systems (such as HR, name badges, IT accounts etc) what title choices are available for members of staff at your institution? (e.g Ms, Mrs, Mr etc).**

In accordance with the requirements of HESA (the Higher Education Statistics Agency): Baron, Cllr, Dame, Dr, HRH, Lady, Lord, Major, Miss, Mr, Mrs, Ms, Mx, Prof, Sheriff, Sir, Hon, Rev, RH, VP.

**Are titles compulsory for people to state?**

Yes, a title is mandatory on HR systems but not used on badges, email systems etc.

**9. What provisions have you put in place for transgender (including non-binary) members of staff at your institution to ensure that these staff members feel comfortable and included at your organisation?**

In addition to the training, policies and procedures outlined above, the University has a [Dignity and Respect Policy](#) and network of Dignity and Respect Advisers.

The purpose of the Dignity and Respect Policy is to confirm the University's commitment to

- providing an environment within which all staff, students and visitors are treated with dignity and respect at all times;
- confirm the University's commitment to providing an environment which is based on a sense of community and which is free from discrimination, harassment, bullying and victimisation;
- ensure that the University complies with its legal requirements as defined under the Equality Act 2010 and outline the informal and formal mechanisms and support which are available to staff and students if they perceive that they have been harassed, bullied or victimised.

The policy promotes a culture of community in which every member is treated with courtesy and respect, irrespective of protected characteristics of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation or any other irrelevant factor.

As referred to above, the University is currently implementing the recommendations of our [TransEDU](#) research project, which include a number of actions under the following themed areas: Policy; Awareness raising and training; Processes; Promotion, visibility and celebration; Teaching and learning; the wider student experience.

The University through the Student Experience and Enhancement Services Directorate and the School of Education, within the Faculty of Humanities & Social Sciences, are currently working

with LGBT Youth Scotland to undertake the LGBT Youth Charter process. This involves a programme of activity and staff training to support increased LGBT+ inclusivity for staff and students.

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**Freedom of Information Review Procedure:**

If you are unhappy with the University's response, please contact the Information Governance Unit by post or email to request a review of our actions.

Information Governance Unit  
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16 Richmond Street  
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E-mail: [foi@strath.ac.uk](mailto:foi@strath.ac.uk)

The University will then undertake an internal review and inform you of the result of that review.

All such requests for review should be made in writing, setting out in full the nature of the enquiry to which it pertains, and stating why you are dissatisfied with the response. A request for review should be submitted within 40 working days of either the date on which you received a response from the University or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.

Please note that links provided to information available elsewhere are intended to assist Freedom of Information access. Requests for information held by other public authorities and any complaints regarding access to such information should be addressed to that authority. These review procedures relate only to information which is directly under the control of the University of Strathclyde.

If the University is unable to resolve any complaint, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002. A complaint to the Commissioner must be made within 6 months from the date of the University's response.

The Commissioner has an online appeal service which can be accessed via [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal).

Alternatively, you can contact the Scottish Information Commissioner via the following methods:

Scottish Information Commissioner

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Yours sincerely,

Information Governance Unit  
University of Strathclyde