



The
University
Of
Sheffield.

Department
Of
Human
Resources.

Summary Staff Statistics

1 August 2008 – 31 July 2009

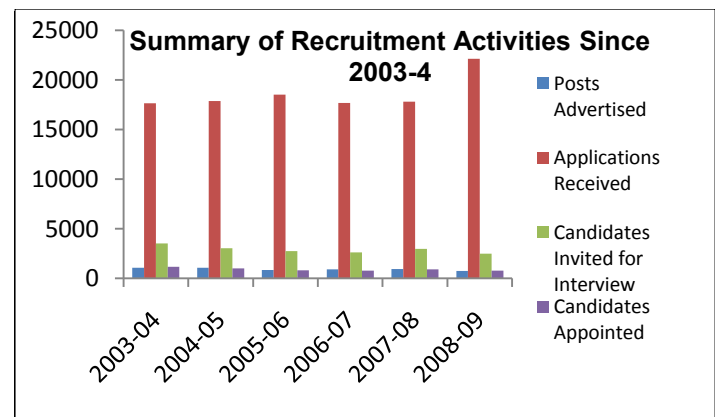
The data set out in this Summary relates to current University staff, those who have left the University and all those making an application to join the University during the reporting period. The data has been evaluated according to a number of factors including age, disability, ethnicity, gender and working commitment, with all percentages based on total disclosed information. Comparisons are made and key trends identified where helpful.

The data in this reports shows that 52% (3001) of University staff are women, while women represent 29% (359) of the academic staff. 3.8% (174) of staff have a declared disability. The proportion of University staff of minority ethnic origin is 7.5% (352), increased from 6% in 2001-02, but slightly lower than the peak of 8% in 2006-07.

1.1 STAFF RECRUITMENT AND SELECTION

- 738 posts were advertised this year – a 28% decrease on the previous year.
- 22,136 applications were received, 24% more than the previous year. The average number of applicants per post was 30, compared with 19 the previous year.
- 11% of all applicants were shortlisted, compared to 17% in the previous year.
- 4% of all applicants and 32% of candidates shortlisted were appointed to posts. This is an increase of 2% in the conversion rate of shortlisting to appointments from the previous year.
- The number of candidates appointed to posts was 788 – a 14% decrease on the previous year.
- Women applicants had a higher success rate than men in being invited for interview (11.7% compared to 10.7%), while the men interviewed were marginally more likely to be appointed (success rate of 31.2% compared to 30.8%).

| | 2003 -04 | 2004 -05 | 2005 -06 | 2006 -07 | 2007 -08 | 2008- 09 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Posts Advertised | 1089 | 1065 | 847 | 908 | 946 | 738 |
| Applications Received | 17665 | 17885 | 18540 | 17681 | 17806 | 22136 |
| Candidates Invited for Interview | 3530 | 3036 | 2759 | 2628 | 2985 | 2500 |
| Candidates Appointed | 1186 | 1025 | 814 | 782 | 904 | 788 |



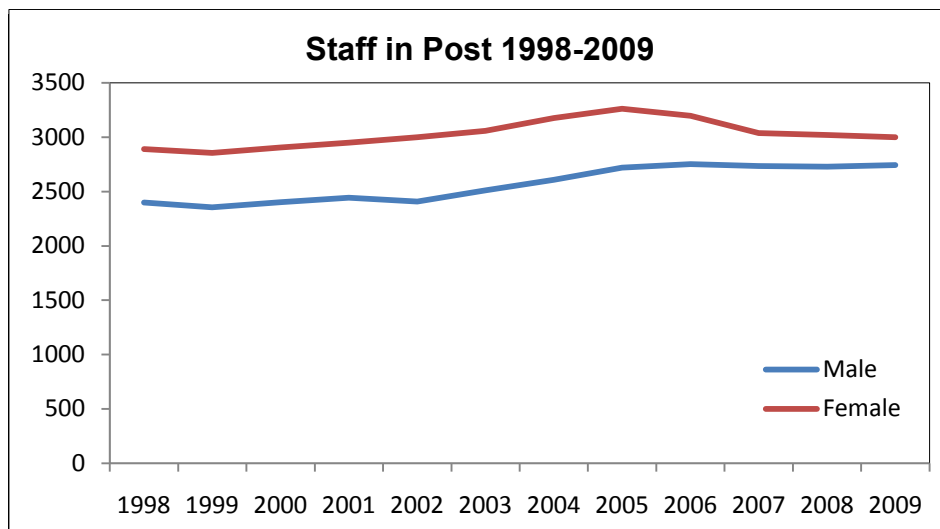
1.2 CURRENT STAFF

- In total there are 5746 staff at the University, down from 5749 in 2007-08.
- 52% (3001) of staff are women; the same proportion as the previous year.
- 29% (359) of academic staff are women.
- The age profile of the organisation has remained stable over the past seven years.
- 25% (1448) of all staff work on a part-time basis, of which 82% (1192) are female; this proportion has remained stable over the past seven years.
- 3.8% (174) of current staff have a declared disability.

The proportion of staff of minority ethnic origin (MEO) is currently 7.5% (352), slightly higher than in 2007-08 and increased from 6% in 2001-02, (MEO proportion of working age population for Sheffield is 5% and for England and Wales is 6% - 2001 Census).

- Staff turnover remained stable at 15%.

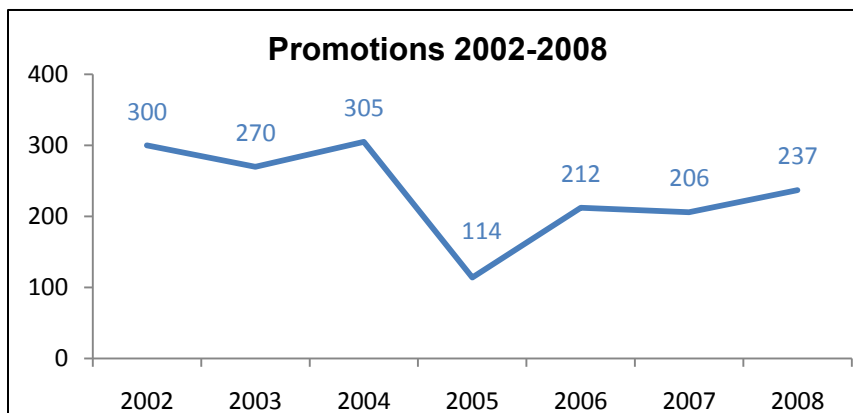
| | Male | Female | Total |
|------|------|--------|-------|
| 1998 | 2398 | 2892 | 5290 |
| 1999 | 2354 | 2856 | 5210 |
| 2000 | 2402 | 2907 | 5309 |
| 2001 | 2444 | 2951 | 5395 |
| 2002 | 2407 | 2999 | 5406 |
| 2003 | 2510 | 3059 | 5569 |
| 2004 | 2608 | 3176 | 5784 |
| 2005 | 2720 | 3263 | 5983 |
| 2006 | 2753 | 3198 | 5951 |
| 2007 | 2735 | 3038 | 5773 |
| 2008 | 2729 | 3020 | 5749 |
| 2009 | 2745 | 3001 | 5746 |



1.3 STAFF PROMOTIONS

- The 2008 figures contained in this report represent promotions for staff on the University of Sheffield Grading Scheme on Grades 1 to 9, (including promotion to Senior Lecturer, Senior University Teacher, Senior Research Fellow), conferment of the title of Reader and promotion to Personal Chair/Professorial Equivalent.
- The figures relate to promotions which are effective from 1 January 2009 and are based on the eligible staffing pool, as at 1 September 2008, from which the promotions are drawn.
- The Academic Promotions Committee, the Readerships and Personal Chairs Committee and the Promotions Panels of the HRM Committee, acting under delegated authority, agreed the promotions.
- 75% of all promotion cases were successful.
- 49% (115) of those promoted were women.
- Staff of minority ethnic origin represented 4% (10) of those promoted during the year.
- The proportion of those promoted with a declared disability was 2% (5).

| Year | Promotions |
|------|------------|
| 2002 | 300 |
| 2003 | 270 |
| 2004 | 305 |
| 2005 | 114 |
| 2006 | 212 |
| 2007 | 206 |
| 2008 | 237 |



1.4 STAFF DEVELOPMENT

- Staff Development Programme: 792 members of staff attended 79 courses throughout the academic year. In addition 675 members of staff attended 62 tailored programmes. Thorough evaluation of all courses 8 weeks after they had taken place showed that 84% of course participants had implemented a change to their behaviour or working practices as a result of their attendance.
- Induction: The online induction programme has been updated and re-written in a format that is much easier to update internally. Guided tours around the campus for new staff have been launched as have welcome packs, which are sent out with contracts.
- Staff Development Network: A network for staff across the University whose primary role is staff development was launched in 2008 and was instrumental in launching the Learning Portal – a web-based resource that houses all University development provision in one place. Staff Development Support Groups are also being established within faculties, which feed into the central Staff Development Network.
- Following the re-launch of Headway, 29% of Heads of Department attended a Headway event in 2008/09, compared with 12% the previous year.
- 367 participants from 18 separate departments attended development sessions that were tailored for their own department.

1.5 STATISTICS AT A GLANCE

| | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 |
|--|--------|--------|--------|--------|--------|--------|--------|
| Posts Advertised | 1058 | 1089 | 1065 | 847 | 908 | 946 | 738 |
| Applications Received | 16,254 | 17,665 | 17,885 | 18,540 | 17,681 | 17,806 | 22,136 |
| Invited for Interview | 2849 | 3530 | 3036 | 2759 | 2628 | 2985 | 2500 |
| Candidates Appointed | 905 | 1186 | 1025 | 814 | 782 | 904 | 788 |
| Total No of Staff | 5569 | 5784 | 5983 | 5951 | 5773 | 5749 | 5746 |
| Total staff - % Women | 55% | 55% | 55% | 54% | 53% | 53% | 52% |
| % Current Staff Working Part-Time | 26% | 27% | 26% | 26% | 26% | 26% | 25% |
| % Current Staff aged under 50 years | 73% | 73% | 73% | 73% | 73% | 73% | 73% |
| % Current Staff with a Declared Disability | 5% | 5% | 4% | 4% | 4% | 4% | 4% |
| % Current Staff of Minority Ethnic Origin | 6% | 7% | 7% | 8% | 8% | 7% | 8% |
| Staff Turnover | 15% | 15% | 15% | 15% | 19% | 15% | 15% |
| Promotions - % of Current Staff Promoted | 5.5% | 4.8% | 5.3% | 1.9% | 3.6% | 3.6% | 4.1% |

1.6 VOLUNTARY SEVERANCE SCHEME

Between June and September 2009 the University implemented a Voluntary Severance Scheme (VSS) to help bridge the gap, created by public sector funding cuts, between its predicted expenditure and its income. The results of the VSS fall outside of the parameters of this 2008/9 annual report, but its impact can already be perceived.

- 241 full-time and 81 part-time staff accepted voluntary severance. This represents 5.6% of the total workforce.
- The pay bill saving is expected to be approximately £13m.
- 43% of the 322 staff who accepted VSS were male and 57% female.
- 3% of VSS leavers were of MEO, 88% were non-MEO and the ethnicity of 9% was unknown.
- 43% of leavers were aged 16-49 and 57% were 50 and above.
- 4% were disabled, 86% not disabled and 10% unknown.

The VSS leavers were therefore a generally representative group of the workforce and the overall diversity of the University's staff has not been negatively affected by the scheme.