

Annex A

Count of staff for the historical analysis

1. The counts of staff differ from current standard HESA definitions in order to eliminate duplicate records and double counting through staff movements. For the historical HE staff trends, we consider two groups of staff, one being a sub-set of the other.
2. The larger group involves all academic staff on the HESA staff record including all researchers paid by the institution, lecturers and the higher academic grades. This group is defined as the academic staff.
3. The smaller group is defined as the core academic staff. These are individuals who are at lecturer level or above. They have a full time equivalent (FTE) of 0.4 or above (this means they work on average two days a week over the year). Selecting this cut-off means we can avoid problems with staff moving in and out of the record because their FTE is close to 0.25, which is the level at which staff are required to be in the HESA dataset. To be defined as core academic staff, they need to be recorded as permanent members of staff rather than being on a temporary contract.
4. In both groups, we want to use consistent data for all years and so we look at a snapshot of each year. That means we examine the status of the HE staff on a specific date, 1 December in the year in question. If an individual is not recorded as being in HE on that date they are ignored for the purpose of this part of the report.
5. If a member of staff has more than one valid record on 1 December then the most senior record is selected, and the FTE of the associated matching records are summed and attached to the selected senior record. Where there is more than one record returned for a single person by an institution, the selection given in Table A1 is used.

Table A1 Order of selection for concurrent records

Field	Order
Terms of employment	Permanent, fixed term, hourly, other
Mode of employment	Full-time, part-time, hourly, other
Grade	Professor, senior lecturer, lecturer, researcher
Employment function	Teaching and research, research only, teaching only
Clinical status	Clinical with NHS contract, clinical without NHS contract, not clinical but medically qualified, not medically qualified
HESA staff key	Ascending

Count of staff for the projection analysis

6. The projection analysis is based only on the core academic staff, as defined in paragraph 3 above.
7. In this analysis, we still want a single record for each individual but it needs to represent their current contract and not a summary of their actions across the year. This is achieved by taking the earliest record found in each year, with ties decided by a number of other staff characteristics (given in Table A1). All projection analyses are based on staff head counts rather than FTEs.

Staff characteristic definitions

Subject

8. Where the analysis involves subjects, it is carried out at the level of the two-digit HESA subject code indicating the subject of the highest qualification held for staff. Aggregation for reporting purposes uses the groupings given in Table A2.

Table A2 Subject groupings

Subject grouping	HESA codes
Medicine and dentistry (which are removed)	A1-A4, AZ
Subjects allied to medicine	B1-B9, BZ
Biological sciences	C1-C9, CZ
Veterinary sciences, agriculture and related subjects	D1,D2-D4, D8-D9, DZ
Physics	F1
Chemistry	F3
Other physical sciences	F2, F4-F9, FZ
Mathematical sciences	G1-G4, G9, GZ,
Computer science, librarianship and information science	G5, P1-P6, PZ, K1-K4, K9, KZ
Engineering, technology, building and architecture	H1-H9, HZ, J1-J6, J8-J9
Social political and economic studies	L1, L3-L8, LZ, M1, M9
Law	M3
Business and administrative studies	N1-N9, NZ
Languages	Q1-Q9, QZ, R1-R8, T1-T9
Humanities	V1, V3-V9, VZ
Creative arts and design	W1-W6, W8-W9, WZ
Education	X1-X9, XZ
Unknown, and subject combinations	Y1-Y6, YZ, ZZ

Grade

9. Grade groupings are as follows:

- professors
- senior lecturers and researchers
- lecturers
- researchers.

These grade groupings are as published by HESA, except that grades reported as 'other' are assigned to other grades.

Table A3 Grade grouping as used in HESA publications

Initial grade grouping	Grade codes
Professors	04, 34, 39, 42, 63, 71
Senior lecturers and researchers	03, 33, 38, 41, 62, 72
Lecturers	01, 02, 31, 32, 40, 61, 73
Researchers	05, 06, 35, 36, 37, 64, 74
Other	29, 59, 65, 99

10. The 'other' grade groupings are then assigned to one of the definite grade groupings using mode, FTE, contract type and salary band. The unknown grades are allocated to a known grade level depending on the individuals current salary and terms of employment. The allocations are given in Table A4.

Table A4 Allocations for unknown grade

Salary range (£)	Contract type	Allocated grade
0 to 30,000	Permanent	Lecturer
	Other	Researcher
30,001 to 35,000	All	Lecturer
35,001 to 40,000	All	Senior lecturer
40,001+	All	Professor
Otherwise		Researcher

Mode

11. The staff are separated as follows (based on the HESA mode and FTE variables):

- full-time
- part-time ≥ 0.4 FTE
- part-time ≥ 0.25 FTE and < 0.4 FTE.

Contract type

12. Staff are allocated one of two contract types:

- permanent
- fixed term, hourly/casual or other.

Research

13. Each academic is designated as research staff if they are in a cost centres associated with RAE units of assessment which have a 1996 RAE rating of 3b or better, with more than half the staff submitted.

Gender

14. As defined by HESA.

Age

15. Age groupings based on age as of 1 December (derived from the recorded HESA date of birth):

- under 30
- 30 to 34
- 35 to 39
- 40 to 44
- 45 to 49
- 50 to 54
- 55 to 59
- 60 to 64
- 65 and over.

16. For the purposes of the projection model, staff whose age is calculated as below 25 are assumed to be 25, and staff whose age is greater than 65 are assumed to be 65.