

INFORMATION SHEET FOR PARTICIPANTS

Ethical Clearance Reference Number: LRS/DP-23/24-42101



YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

Title of project

A New Methodology to Tackle Gender Pay Gaps

Invitation Paragraph

I would like to invite you to participate in this research project investigating gender pay gaps at King's College London. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

What is the purpose of the project?

The purpose of the project is to develop and test a new mixed-methods methodology to measure institutional gender pay gaps in a way that directly supports ways of addressing them. This methodology includes a review of existing policies and procedures, econometric analysis of fully anonymised and GDPR compliant panel data, and qualitative interviews with academic staff, line managers and HR staff at King's. Our qualitative component will examine unexplained pay gaps by exploring why and how pay negotiations and promotion applications (and their outcomes) vary by gender.

Why have I been invited to take part?

You are being invited to participate in this project because you have either

- (a) been appointed to a position in SSPP or KBS at King's at lecturer or professor level during the last 5 years; or
- (b) been promoted within SSPP or KBS at King's to professor level within the last 5 years.

What will happen if I take part?

If you choose to take part in the project you will be asked to participate in a 20 to 30-minute interview. Interviews will be held on the Strand campus in a place of your choosing, or by Teams if you prefer. During the interview you will be asked about your experiences of deciding to apply for your position/promotion, recruitment or promotion procedures, pay negotiations (if any) and the factors that influenced your decision-making. You may decline to answer any questions with which you feel uncomfortable. Please note that we are conducting separate analysis of fully anonymised College-level HR data on pay bands, but that none of your HR data can be linked to your interview in any way.

Do I have to take part?

Participation is completely voluntary. You should only take part if you want to and choosing not to take part will not disadvantage you in any way. Once you have read the information

sheet, please contact us if you have any questions that will help you make a decision about taking part. If you decide to take part we will ask you to sign a consent form and you will be given a copy of this consent form to keep.

Incentives and possible benefits of taking part

There are no direct incentives for or benefits to taking part. The only indirect benefit is potentially contributing to tackling the gender pay gap at King's.

Possible risks and disadvantages of taking part

There are no obvious risks of taking part. The main disadvantage is that you will be donating around 20-30 minutes of your time.

Data handling and confidentiality

Your data will be processed under the terms of UK data protection law (including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018).

- All data will be recorded through notetaking and then typed up and saved in password protected-files on King's OneDrive.
- Participant names or other identifying details will not be used at any point in analysis or write-up, and it will not be possible to identify any individual in any outputs.
- All participants will be pseudonymised immediately after interview and data will be stored in pseudonymous form. After 15th July 2025 interview data will be fully anonymised and retained in this form for a period of 3 years only.
- Data will be shared only within the research team, not with any third parties.
- No personal data will be shared outside the UK/EU.

King's College London has a responsibility to keep information collected about you safe and secure, and to ensure the integrity of research data. Specialist teams within King's College London continually assess and ensure that data is held in the most appropriate and secure way.

Data Protection Statement

If you would like more information about how your data will be processed under the terms of UK data protection laws please visit the link below:

<https://www.kcl.ac.uk/research/support/research-ethics/kings-college-london-statement-on-use-of-personal-data-in-research>

What if I change my mind about taking part?

You are free to withdraw at any point of the project, without having to give a reason. Withdrawing from the project will not affect you in any way. You are able to withdraw your data from the project up until **31st March 2025** after which withdrawal of your data will no longer be possible due to as the data will have been committed to the final report. If you choose to withdraw from the project we will not retain the information you have given thus far.

How is the project being funded?

This project is being funded by a King's Together grant.

What will happen to the results of the project?

The results of the project will be summarised in a report to the College, presented at project workshops and incorporated into recommendations for amending College recruitment and promotion procedures. They may also form the basis for an academic publication. If you would like a copy of the project report, we will be very happy to share this; please let us know by email.

Who should I contact for further information?

If you have any questions or require more information about this project, please contact me using the following contact details:

Charlotte Goodburn and/or Sunil Kumar
Global Institutes, Bush House NE Wing
King's College London
charlotte.goodburn@kcl.ac.uk or sunil.kumar@kcl.ac.uk
020 7848 7098

What if I have further questions, or if something goes wrong?

If this project has harmed you in any way or if you wish to make a complaint about the conduct of the project you can contact King's College London using the details below for further advice and information:

The Chair, To insert: full name of the relevant REP/RESC that approved the project
rec@kcl.ac.uk

Thank you for reading this information sheet and for considering taking part in this research.