University of Aberdeen
Anonymising applications/blind review
Guide for Applicants

Background

There are numerous studies which support the introduction of anonymous review in hiring, promotions and other evaluative processes in order to mitigate the potential for unconscious bias. Research suggests that anonymous review may result in a fairer process which provides equality of opportunity for all applicants.

It has been agreed that anonymous review of promotion applications will continue within the University’s promotions exercises. In practice, this means that the first step within the promotions exercise will be a ‘blind review’ of applications by role analysts.

This guidance outlines how this works and what you should do in completing your application.

Process

Application Form

You should remove reference to your name in your application, in the same manner that authors remove reference to their names when submitting an article to a journal for blind peer-review. You should complete the form using only your staff ID number (and surname at the top of the form only).

Avoid making reference to protected characteristics in your application such as gender. For example, if you participated in the Leadership Foundation’s Women’s Aurora programme, you may wish to refer to participating in a ‘leadership programme’ rather than, Aurora. If you belong to a professional organisation which is race specific then remove the race reference such as the ‘Asian Institute for Psychologists’ becomes the ‘X Institute for Psychologists’.

If you have been on maternity leave and wish to explain a gap in your career history, then refer to a ‘career break’.

Head of Section

The Head of School/Section should complete their section of the form avoiding reference to the protected characteristics of the applicant, i.e. instead of she/he refer to ‘the applicant’. Forms should then be emailed to Human Resources at regradingapps@abdn.ac.uk

Role Analyst

The anonymised copy will be made available to the relevant Role Analyst who will score the application and submit their scores. The ‘blind review’ part of the process will now be now complete.

Regrading Committee

The Regrading will receive a copy of the matched/scored applications. The applications will not be anonymous at that stage.