Project Juno Assessment Procedures

These procedures cover
- Applications for Practitioner and Champion awards and how the Juno Assessment Panel makes its decision
- Appeals against a decision
- Rescinding a Juno award

Applications for Practitioner and Champion awards and how the Juno Assessment Panel makes its decision

Any physics department, school or division (the “applicant”) wishing to submit for Juno Practitioner or Champion awards, or to renew their Practitioner or Champion award, should consult the current Juno Code of Practice to ensure that they submit the appropriate evidence by the appropriate deadline. All information relating to submissions and renewals, including the deadlines for panel meetings, is on the Diversity pages of the Institute's website: www.iop.org/diversity. Please contact the Diversity Team should you have any queries (email diversity@iop.org).

All Juno Practitioner and Champion awards and renewals are assessed by the Juno Assessment Panel (the “Panel”), which meets twice per year, usually in January and in June. The Panel formally reports to the Institute of Physics' (the “Institute’s”) Diversity and Inclusion Committee (DIC), which delegates responsibility for the awards to the Juno Assessment Panel. The current members of the Panel are on the Diversity pages of the Institute's website: www.iop.org/diversity.

All members of the Panel are expected to act with integrity and honesty in their decision-making. They will be expected to declare annually, on the appropriate Register of Interests form, any relevant connections with other physics HE departments or schools in the UK and Ireland. This will include, but is not limited to:
- Being an external examiner (currently or in the previous three years) in a department
- Being currently employed by a department
- Previous employment in a department, at any time
- A family member being employed by a department or attending a course in that department
- Any other relevant personal or professional connection

Research collaborations are not considered a sufficient conflict with a department to be declared. When a Panel member declares a connection with a school or department, they will absent themselves from the discussion and decision about that department.

All members of the Panel review the written evidence that the applicant has submitted and, at the Panel meeting, discuss this evidence, consulting as necessary, any background information relating to the application. The Panel will reach a consensus as to whether an award or renewal should be granted. If the Panel cannot reach agreement, the Chair will have the deciding say. The Panel’s decision is final.
Appeals against a decision

In the event that an award or renewal is not granted, the Panel will provide as comprehensive feedback as reasonably practicable to the applicant in question. It is important that this feedback is read fully and carefully to understand why an award or renewal was not granted. The Panel’s decision is final and, as such, appeals against a decision can only be permitted on the following grounds:

- a material procedural irregularity
- where the Panel’s judgement is manifestly unreasonable.

Should an applicant wish to appeal on either or both of the above grounds, they should contact the Diversity Programme Leader (email diversity@iop.org), stating their case. If the Diversity Programme Leader agrees that, on the information provided, there is a case to answer, they will forward the case to the Chair of the Diversity and Inclusion Committee (DIC) to review the Panel’s decision-making process. The Chair of DIC will convene a panel of no less than two other members of the DIC and a member of the Panel, who will together review the evidence and decide whether the Panel’s decision should stand. There are no grounds for further appeal once the Chair of DIC has made their decision.

Rescinding an award

In some circumstances, it may be necessary for a Juno award to be rescinded. The Panel reserves the right to rescind an award should information about an application, a department or a university come to light which, in the opinion of DIC, acting reasonably, could bring Project Juno, or the Institute, into disrepute.

Should information that casts doubt on the validity of a Juno award come to the attention of the Institute, the Panel, and the Institute, will evaluate the information and, if deemed appropriate, will take action to investigate and ascertain the facts of the case. The Institute will, at all times, do all it reasonably can to respect the confidentiality of any person coming forward with information in such circumstances. In such situations, the Chair of the Panel should be contacted in confidence in the first instance.