

HR Excellence In Research - University of Sussex Concordat Implementation Plan 2015 – 2017

Action Number	Concordat Reference	Action	Action status	Lead	Success Measure	Timescale
1	1.1, 3.1, 5.1	Explore options and models for University funded research fellowships	New	Research Staff Office (RSO) and Research Staff Working Group (RSWG)	Recommendations for university fellowship scheme(s) presented to RSWG and other relevant committee(s). Principles agreed and next steps identified.	July 2015
2	1.2, 1.5, 2.5, 2.6	Account for research staff role progression (i.e. promotion) in grant proposal budgets where appropriate and allowed by funder	New	Research Development and PIs	PIs routinely asked about researcher progression when costing proposals. Increase in proportion of projects where research staff are promoted during grant term.	May 2017
3	2.4	Encourage transparency in using school funds to bridge research contracts by publishing guidance for Schools/PIs/researchers	Updated from 2013-15 plan	Research Staff Office and Research Staff Working Group	Bridging funding guidance published and adopted by Schools	July 2015
4	1.3, 2.1, 2.2, 2.5, 2.6	Monitor annual fixed-term contract review by schools	New (building on 2013-15 plan)	HR, Athena SWAN Self-Assessment Team, RSWG	Annual overview report of fixed-term contract statuses and numbers of transitions to indefinite contracts received. Further actions identified as appropriate.	Annual Summer Term of each year
5	2.1, 2.2, 2.4, 2.5	Enhance research staff management information reporting through the new HR management system.	Updated from 2013-15 plan	HR	Automated reports for Research Staff Contextual data, accurate lists of research staff managers accessible.	Sept 2015
6	1.1, 2.1, 2.4	Share School's best practice in support for people applying for independent fellowships/mentoring through fellowship.	New	RSO, Research Development and Schools	Case studies on school support for fellowship applicants and holders shared with Heads of School	April 2016
7	2.6, 3.1, 3.2, 3.5, 3.8	Update career pathway information on HR website to provide distinct information for research career pathways.	New	HR and RSO	Clear guidance and documentation of Research Career Pathway published and communicated.	Sept 2015
8	2.3, 2.6, 3.5, 3.8	Update research faculty career management guidance from HR website and move to Research Staff Webpages.	Carried forward from 2013-15 plan	Research Staff Office and HR	Career management guidance up to date and located with other research staff materials	July 2015

9	2.1, 2.2	Refine the way research staff job titles are presented, improving consistency and recognising role distinctions – e.g. where an individual is a PI and/or holds a prestigious fellowship	New	HR	Titles on web profiles consistent with job role and identify where fellow is a PI/holds an independent fellowship	December 2015
10	2.3, 2.6, 4.10,	Develop a tailored appraisal form for research staff coupled with supporting document with best practice guidance and links to supporting information/resources to aid career development discussions.	New	HR and RSO	New form and supporting information published and used in research staff appraisals.	July 2015
11	2.6, 3.5	Establish mechanism for documented recognition of research staff supervision of PhD and UG students	New	RSA and Academic Registry	All supervision by research staff recorded by institution	May 2016
12	3.2, 3.3	Capture research achievements of research staff through newsletter and case studies published on website	New	RSO, Schools and Research Staff	Newsletter highlights compiled into case studies published on web pages	May 2016
13	2.3, 3.5, 3.6, 3.7, 3.9, 5.5	Create a specific web page for managers of research staff that provides best practice guidance and links to further relevant policy information, guidance and support.	New	Research Staff Office	Webpage for research staff managers published and communicated to Schools/Pis	December 2015
14	2.3, 3.9, 5.5	Explore options for specific training packages for PIs managing postdoctoral staff	New	RSO, HR, Staff Development Office	University plan and investment into PI management support	May 2017
15	3.2, 3.9, 4.1,	Establish a research staff faculty 'champion' role in Schools with 20+ research staff	New	Schools	Role description agreed, individuals identified, and in role	September 2016
16	4.4, 5.2, 5.5, 5.6	Build on the existing group of Research Staff Representatives to ensure that every school with 5+ research staff members has a nominated Rep	New (building on 2013-15 plan)	Research Staff Office, Directors of Research and Knowledge Exchange	Majority of Schools have at least 1 research staff representative	September 2015
17	3.6, 4.1	Ensure that all schools maintain an up to date mailing list of research staff, with new staff added upon arrival at the institution	New	Academic Schools, RSO	Each school has a dedicated mailing list for research staff members	July 2016
18	3.3, 3.8, 3.9, 5.5	University guidance/policy for research staff training and development – e.g. nature of development opportunities, guidance around acceptable levels of engagement	New	RSO and RSWG	Training and Development guidance published and communicated	July 2016

		with training and development.				
19	3.1, 3.2, 3.3, 3.5, 3.6, 3.9, 5.5, 5.6	Provide guidance through induction information/communication to research staff and PIs to encourage career development discussions and objective setting at the start of a new research contract	New	RSO/Schools	Reference to career development discussion in welcome communications, guidance for PIs published on website. Responses to CROS indicate career development discussions are taking place.	Sept 2015
20	3.6, 5.3, 5.5	Roll out school level induction handbook starting with those schools with the largest cohorts of research staff	Updated from 2013-15 plan	RSO, Academic Schools	All schools have a clear induction process and appropriate induction materials for new research staff. Improvement in positive responses to CROS questions relating to induction.	July 2016
21	3.2, 4.5, 6.3	Evaluate and widen circle mentoring scheme	New (building on 2013-15 plan)	Research Staff Office, Athena SWAN Self-Assessment Team	Increased proportion of research staff enrolled in circle mentoring scheme and scheme widened to include schools outside of STEMM disciplines. Positive feedback from scheme focus groups and questionnaires.	Sept 2015
22	1.2, 3.1, 3.3, 3.6, 6.1, 6.2, 6.3, 6.8	Provide tailored information and support for international researchers moving to the UK to take up research posts at Sussex	New	RSO, HR	Webpage for international researchers moving to UK published. 'Moving to Sussex' guidance document/link to online resources sent out with contract information for international new starters.	April 2016
23	4.4, 5.5	Enable Post-doc representation on every school research committee	New	RSWG, PVC, Schools	ToRs of School Research committee updated to include requirement for Research Staff Representation at meetings. Research Staff Reps invited to Research Committee meetings	July 2015
24	4.4	Provide clear information to research staff regarding governance structures for researchers, relevant committees and lines of responsibility for researchers.	New	Research Staff Office	Research staff webpages updated with governance and committee information and diagrams with links to overarching organisation of the University	September 2015
25	3.1, 3.2, 5.2	Evaluate current activities and develop a plan to further extend opportunities for research staff to engage with entrepreneurial, knowledge exchange, Impact and public engagement activities.	Updated from 2013-15 plan	RSO, Research Quality and Impact, Sussex Innovation Centre	Extended opportunities for raising awareness and engaging with entrepreneurial and KE, impact and public engagement identified and promoted to research staff	July 2016
26	2.4, 5.4,	Introduce communications to research staff	New	RSO	Automated report of those with 6 months to	Sept 2015

		6 months prior to end of contract to outline support and information available across the University. This would be in addition to the HR legal communication 3 months prior to contract end.			contract end available. Communications approved and sent out on a monthly basis to staff 6 months from fixed-term contract end.	
27	5.2, 5.5	Add an overview of internal funding sources to the research staff web pages – e.g. open access funding, Research Led Initiative Fund, School Professional Development Funds etc	New	RSO	List of Sussex internal funding sources and links to relevant information on research staff webpages.	July 2015
28	6.3, 6.4	Evaluate success of University sponsored Daphne Jackson Fellowships and develop a long term strategy for the support for returning researchers	Updated from 2013-15 plan	Athena SWAN Self-Assessment Team, RSO, Schools and Human Resources	University strategy for supporting returning researchers agreed and implemented	May 2017
29	6.5, 6.5, 6.6	Introduce further information and guidance for schools, managers and researchers for supporting parents pre, during and post maternity/parental leave	New	HR	Maternity/paternity/adoption/parental leave guidance and support published and publicised to schools/researchers.	July 2015
30	6.8	Monitor the uptake and success rates for the new promotion procedures that take into account special personal circumstances	New	HR	Paper considered by the RSWG and University Athena SWAN Self-Assessment Team	July 2015
31	6.7	Analysis of diversity spread of research staff/Pis in relation to protected characteristics	New	HR	Paper considered by the RSWG, further actions identified as appropriate	July 2015
32	6.5	Analysis of flexible working requests and outcomes for research staff	New	HR	Paper considered by the RSWG, further actions identified as appropriate	Sept 2015
33	6.10	University to successfully renew Athena SWAN Bronze award and be working towards the institutional Silver award. All Academic Schools in STEMM discipline areas to work towards the Athena SWAN Silver award. Non STEMM schools working towards the	Updated from 2013-15 plan	PVC, Athena SWAN Self-Assessment Teams (University and School level)	University Silver Award status. All STEMM Academic Schools Bronze or Silver status.	May 2017

		newly expanded Athena SWAN award.				
34	7	Analysis of 2014 staff survey with respect to research staff responses	New	RSO, HR, RSWG	Analysis paper considered by RSWG, further actions identified as appropriate	July 2015
35	7	Run and analyse CROS 2015 survey and refine support in light of findings.	Carried forward from 2013-15 plan	Research Staff Office	Survey run and outcomes communicated to relevant parties. Recommendations identified and incorporated into relevant action plans.	July 2015
36	7	Review of current development initiatives (e.g. mentoring, training workshops etc)	New	RSO and RSWG	Review conducted and outcomes published. Actions identified and development provision refined where appropriate for the 2016/17 academic year	April 2016