

The University of Nottingham Concordat Implementation Action Plan 2011-2015

-Ongoing and new actions post September 2013

The internal evaluation of The University of Nottingham's Concordat Implementation Action Plan (2011-2014) was conducted by the Research Staff Group (RSG) and reported to Research Board in May 2013. The RSG is chaired by the Dean of the Graduate School and includes representatives from Research Staff (faculty reps, senior research staff rep), Careers and Employability Service, Graduate School, Human Resources, Professional Development and Women in Science Engineering and Technology Group (WinSET) and reports to the University's Research Board. The group have also received input from academic schools and other professional services which has fed into this evaluation.

Researchers' views have been taken into account during this review through input from the research staff representatives on the RSG (who represent both school and faculty Research Staff Networks), consideration of the results of The University of Nottingham 2011 Staff Survey and 2013 Careers in Research Online Surveys.

This document outlines the ongoing and new actions in The University of Nottingham's Concordat Implementation Action Plan identified for the remaining reporting period 2013-15. The original action plan (2011-15), 2 year internal review summary (September 2013) can be downloaded at <http://www.nottingham.ac.uk/researchstaff/concordat/researchconcordat.aspx>.

Abbreviations

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| APR | Activity Performance Review |
| APRC | Activity Performance Review Committee |
| BEIS | Business Engagement and Innovation Services |
| CES | Careers and Employability Service |
| CROS | Careers in Research Online Survey |
| FSWG | Fellowships Working Group |
| GS | Graduate School |
| HR | Human Resources |
| PD | Professional Development |
| PDPR | Professional Development and Performance Review |
| PI | Principal Investigators |
| PIRLS | Principal Investigators and Research Leaders Survey |
| RB | Research Board (Replaced RKTB 2012) |
| RGS | Research and Graduate Services |
| RKTB | Research & Knowledge Transfer Board (Disbanded 2012) |
| RSG | Research Staff Group |
| WinSET | Women in Science, Engineering and Technology |

Principle 1: Recruitment and selection

| Action | Lead | Progress |
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| <p>Recruitment and selection The role of HR in supporting recruitment activities will be assessed as part of the business process project to include harmonisation of support for researcher recruitment.</p> | HR | <p>Expected completion date: November 2013</p> <p>New online recruitment system to be rolled out 21 November 2013 – process harmonised under the new system at this point.</p> |

Principle 2: Recognition and value

| Action | Lead | Progress |
|---|-------------------|--|
| <p>Fellowships Strategy The University will implement its 2011 Fellowships Strategy and report progress to RB and RSG.</p> <p><i>Success indicators:</i> Increase in numbers of fellowship applications, internal and external applicants. Reduction in conversion ratio of applications to externally-funded fellowships.</p> | FSWG | <p>Expected completion date: Semester 2, 2013</p> <p>A new model for the Nottingham Research Fellowships and Anne McLaren Fellowships was adopted in 2012/13 and there are plans for this to continue moving forward. Changes are as follows:</p> <ul style="list-style-type: none"> • 3 year fellowship (increased from 2 years) • A grant of up to £75k per fellow to fund research costs • Linking each Fellowship to a permanent academic post, subject to a quality threshold. <p>In the first year of this model the cohort of Fellows recruited was at an extremely high level. It is too early to make any conclusions about longer term impact and this will continue to be monitored</p> |
| <p>Bridging funding The University should, where appropriate, monitor and share practices related to bridging funding.</p> <p><i>Success indicators:</i> Increased availability of bridging funding. Increase in quantity and quality of research outputs (papers, grants) resulting from bridging funding period and other scheme awards.</p> | Schools/Faculties | <p>ONGOING</p> <p>New schemes: Bridging the Gaps funding: Semester 1, 2013 Bridging the Gaps: Next Generation Feasibility Award 2013 (semester 1 & 2 2013/2014) UNICAS-Graduate School sandpit and pump-prime funding (3 events and funding rounds 2013/14)</p> |

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| <p>Redeployment opportunities The University should monitor Research Staff engagement with redeployment processes and opportunities, and seek to increase uptake.</p> <p><i>Success indicators:</i> Year on year increase in applications for redeployment. Where appropriate the successful retention of staff through the redeployment process.</p> | <p>HR</p> | <p>ONGOING Monitor annually -first report to first meeting of RSG (October 2013)</p> |
| <p>PDPR process A review of the new PDPR process by HR and the development of a research staff focussed competency framework aligned to the RDF and institutional promotions criteria which will support research staff and their reviewers with the career and professional development elements of the PDPR process.</p> | <p>HR</p> | <p>NEW Expected completion date: Review conducted early 2013 University wide competency framework introduced in Spring 2013 PDPR. 2013 onwards: Promotions' criteria revised to include specific research activity performance indicators/standards.</p> |

Principles 3 & 4: Support and Career Development

| Action | Lead | Timeframe |
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| <p>Review development activities The University will undertake a review of its formal and informal development activities and provision for Research Staff against the RDF/RDS as part of its biennial analysis of the implementation of the Concordat.</p> | GS | <p>ONGOING Expected completion date: Summer 2013 and annual during Summer period</p> |
| <p>Monitoring promotion outcomes RSG to monitor promotion trends for Research Staff, through annually-commissioned HR report. <i>Success indicators:</i> Provide transparency to Research Staff community on promotion success rates through published data.</p> | RSG | <p>ONGOING Expected completion date: annual, report commissioned for first RSG meeting (semester 1)</p> |
| <p>Mentoring scheme Mentor forums, not 1-to-1 mentoring, are being explored as an alternative offering for research staff.</p> | RSG | <p>ONGOING Expected completion date: 2013-15</p> |
| <p>Guidance for research managers The RSG recommend that research managers and PIs should be provided with guidance and advice to support them in their role.</p> | RSG | <p>ONGOING Expected completion date: Ongoing and evolving to ensure changes in the research landscape are addressed and reflected. Annual item on RSG agenda with actions allocated as necessary.</p> |
| <p>Specialised careers guidance The University should ensure that all Research Staff are made aware of the dedicated careers support and guidance available to them. CES to maintain and report on monitoring and evaluation of their services for research staff. <i>Success indicators:</i> Increased uptake of guidance appointments and increased attendance on career-focussed workshops.</p> | CES | <p>ONGOING Expected completion date: annual monitoring and evaluation and report delivered to first RSG meeting (semester 1)</p> |

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| <p>Knowledge Exchange Framework Launch and implementation of the new Knowledge Exchange Framework highlighting the specific focus on research staff.</p> <p><i>Success indicators:</i> Recognition of framework by Research Staff and implementation by community. Measured through reporting by BEIS.</p> | <p>BEIS/RGS</p> | <p>Expected completion date: end of 2015. Report to be commissioned by RSG, semester 2, 2015</p> |
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Principle 5: Researchers' responsibilities

| Action | Lead | Timeframe |
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| <p>Personal, professional and career development opportunities</p> <p>Development of the programme of training and development for Research Staff with new courses specifically addressing topics prioritised by research staff in CROS 2013 including research data management and research impact.</p> <p><i>Success indicators: Delivery of workshops with positive feedback from participants</i></p> | GS (RGS) | <p>Expected completion date: annual</p> <p>New series of Research Data Management workshops for researchers to commence in November 2013</p> |
| <p>Cross intuitional activities</p> <p>Expansion and development of the pilot Research leadership programme for Research Staff with Birmingham.</p> <p><i>Success indicators: Increased cohort size, promotion of scheme to under-represented disciplines with increase in numbers.</i></p> | RGS and PD | <p>Expected completion date: Summer /Autumn 2014</p> |
| <p>Mobility schemes and opportunities</p> <p>Promotion of mobility schemes and opportunities at the University's international campuses/partners including the EU Co-fund scheme.</p> <p><i>Success indicators: Introduction of additional activities promoting schemes (semester 2, annually) and increase in demand/applications for funds. Increased mobility of researchers.</i></p> | RGS | <p>Ongoing,</p> <p>Expected completion date: Publicity of schemes ongoing. Annual item on RSG agenda with actions allocated as necessary</p> |

Principle 6: Equality and Diversity

| Action | Lead | Progress |
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| <p>Athena SWAN Silver University Award University Action Plan to be fully implemented in accordance with planned timescale</p> <p><i>Success indicators:</i> Completion of action points in accordance with planned timescales. Building on and retention of silver award.</p> | <p>University Self-Assessment Team</p> | <p>Expected completion date: April 2016</p> |
| <p>Athena SWAN School/Faculty Awards Individual school Athena SWAN Bronze and Silver action plans to be implemented.</p> <p>Awards to be renewed and upgraded when current award expires.</p> | <p>Award holding schools</p> | <p>Expected completion date: Ongoing, according to award timelines</p> |
| <p>ALL STEM Schools within the University to have applied for Athena Awards</p> <p><i>Success indicators:</i> All STEM schools to complete preparation for submission of application</p> | <p>School Self - Assessment Teams</p> | <p>Expected completion date: April 2014</p> |

Principle 7: Implementation and Review

| Action | Lead | Progress |
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| <p>European Commission HR Excellence in Research Award The University will undertake gap analyses and progress activities required to maintain the HR Excellence in Research Award. Maximising the promotion of the 'HR Excellence' badge for recruitment</p> <p><i>Success indicators:</i> Timely completion of all actions in line with expected deadlines, identified through RSG commissioned reports. On-going identification of new and evolving actions to ensure changes in the research landscape are addressed and reflected.</p> | RSG/RB/HR | <p>Annual gap analysis, semester 2. Expected completion date: Reporting by identified communities to RSG at meeting 2 annually</p> |
| <p>Concordat implementation and evaluation The University will conduct a biennial survey of schools' practices in relation to the Concordat which will be used to:</p> <ul style="list-style-type: none"> i. Monitor progress and developments at a local-level; ii. Identify and share good practice within the Institution. <p><i>Success indicators:</i> Increased communication across faculties regarding good-practice. Development of best-practice frameworks within faculties.</p> | RSG | <p>Expected completion date: 2015, report commissioned for first RSG meeting 2014</p> |
| <p>Staff engagement survey The RSG will commission a report to analyse the research staff responses to the 2012 institutional staff engagement survey. In addition, the RSG will commission a report to analyse the CROS 2013 responses.</p> <p><i>Success indicators:</i> Increase in responses to survey and implementation of actions raised by both surveys.</p> | RSG | <p>Expected completion date: Staff engagement survey report -Autumn 2013 CROS 2013 analysis and report –Spring 2014</p> |