

# Developing Excellent Researchers

## Two-year self-assessment report summary for the HR Excellence in Research Award

### Concordat Principle 1 - Action Plan

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success measures	Progress comments	Progress
1.1. If awarded the HR Excellence Badge, this will be published and reference to the Award and the Excellence in Research statement will be added to the University website.	Head of Research and Enterprise Services  <u>NEW</u> Director of Research	July 2017	Internal and External Awareness of our commitment	There was a press release and appropriate publication via social media.	Completed
1.2. Unconscious Bias training has been identified as an action that must be rolled out. Increase the numbers of researchers attending the Unconscious Bias training.	Director of Human Resources	5% of academic staff in 2016/17  Further 5% in 2017/18  Further 10% in 2018/19	20% of academic staff trained  Delayed to resourcing issues	Unconscious Bias workshop will be relaunched in 2019/2020 academic year. It will aim for 20% of academic staff to have completed by July 2020.	In progress
1.3. Improve the published information about research outputs at the University of Suffolk; dedicated pages for Research Staff and their research work; successful case stories to be published	Heads of Departments  <u>NEW</u> School Deans  School Research Leads	01 September 2017	Positive feedback about published information from staff via staff survey and focus groups	Work with Marketing to review and update research information on main University website, School webpages and Research Centres.  School Research Leads ensure the sharing of the success stories with Research Management Group and Head of External Communications.	In progress

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success measures	Progress comments	Progress
1.3 Continued				<p>Reported to the Research Management Group by Head of External Communications Concordat for Engaging Public with Research</p> <p>Comprehensive set of webpages for research staff have begun to develop and are now active and have been publicised</p> <p>Further work required to increase visibility of pages through links from other areas of the university website.</p>	
1.4. Increased proportion of R&S outputs published within the institutional repository and enhanced reporting	Heads of Departments  <u>NEW</u>  School Deans	50% of the academic staff by the end of 2017/18	Compliance with REF guidance for Open Access	Total papers in OARS: 291  Totally fully compliant with OA requirements: 96 (33%)	In progress

## Concordat Principle 2 - Action Plan

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success measures	Progress comments	Progress
<p>2.1. Launch of the Concordat to support the Career Development of Researchers; publication of web page providing information to researchers on the institutional approach to implementing the Concordat</p>	<p>Head of Research and Enterprise Services  NEW Research Development Manager</p>	<p>July 2017</p>	<p>Awareness of the Concordat and the institutional approach to implementation by academic staff, demonstrated by staff survey responses.</p>		<p>Completed</p>
<p>2.2. The Concordat will be a standing item on the Research and Enterprise Committee agenda, keeping under review the work of the Concordat Implementation group and receiving reports on the updated application plan</p>	<p>Chair of Research and Enterprise Committee</p>	<p>The Research and Enterprise Committee meets biannually and reports to Senate</p>	<p>Embedding of the implementation of the Concordat and support of the career development of researchers within the institutional research and enterprise strategy, demonstrated by minutes, which shows continuous review of the action plan.</p>	<p>The Concordat is also a standing item on the Research Management Committee agenda.</p>	<p>Completed</p>
<p>2.3 Development of a university wide workload allocation model for academic staff that includes recognition of and values time spent on research activity. This will also ensure a consistent approach to PGR supervision allocation</p>	<p>Director of Human Resources</p>	<p>Under review and consultation</p>	<p>All academic departments using workload allocation model</p>	<p>The workload allocation model is currently under implementation.</p>	<p>Ongoing</p>
<p>2.4. The University will take part in the next national CROS survey and the Principal Investigators and Research Leaders survey (PIRLS), used across the sector to gain feedback on terms of employment, opportunities for training and advancement, career aspirations and the like.</p>	<p>Director of Human/ Research Development Manager</p>	<p>31 May 2017</p>	<p>25% return to both surveys</p>	<p>We have decided to pause this action whilst we map our current engagement institutional survey against the CROS and PIRLS questions.</p>	<p>Ongoing</p>

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success measures	Progress comments	Progress
2.5. Increased opportunities for staff to engage in research leadership and management training and research project management	Research Development Manager	Two sessions development within R&E Development programme in 2017/18	40 researchers trained for June 2018  Research Fellow attended Advance HE Research Leadership training	Sessions attendance and feedback	Ongoing
2.6. Continue to hold focus groups with researchers on the implementation of the Concordat throughout the initial two-year period to inform the work of the Concordat Implementation Group	Director of Research/ Research Development Manager	Two focus groups held by 01 October 2017  Three staff meetings held September 2018	Engagement with 80 members of academic staff  94 staff A total of 19 group discussions took place		Completed
2.7. Increase the proportion of staff attending 'Every Researcher Counts' training sessions by June 2018/19, introducing Faculty based sessions and further information on the online research toolkit	Research Development Manager	10% of staff attending by June 2017/18, further 15% by June 2018/19	25% attendance (50 members academic staff)	Online sessions 2019/2020	Ongoing
2.8. Invite additional research staff from our areas of research strengths and representatives of different research career stages to contribute to the Implementation of the Plan.	Research Development Manager	July 2017	Enhanced contribution of research community to implementing and monitoring actions.	Research Development programme	Completed

### Concordat Principle 3 - Action Plan

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success measures	Progress comments	Progress
<p>3.1. <i>Mentoring</i></p> <p>Early career researchers will work with mentors outside their departments who can help support them through their research career at the University of Suffolk.</p>	<p>Research Development Manager</p>	<p>Two workshops in 2017/18</p> <p>Two workshops in 2018/19</p>	<p>Engagement with 40 members of staff (estimated attendance per workshop - 10 participants)</p>	<p>School Research Leads to identify Research Mentors in the School to help and support those requiring mentoring including bid writing, ethics and publications.</p> <p>Reported to the Research Management Group and recorded in ACTUS</p> <p>Numbers of staff in School providing mentorship</p> <p>Staff in Schools being mentored</p> <p>Regular Updates provided at RMG meetings.</p>	<p>Ongoing</p>
<p>3.2.</p> <p>Continue to Improve the Academic induction at University and Faculty levels - focus on research and scholarly activity</p>	<p>Head of Research and Enterprise Services</p> <p>Replaced by</p> <p>Director of Research Research Development Manager</p>	<p>Academic Induction to be part of the Corporate Induction and Departmental Induction</p>	<p>All new Academic staff undergo academic induction at University and Departmental Levels</p>	<p>The Research Directorate is planning a quarterly induction/welcome event for new research staff from October 2019.</p> <p>The one hour event will provide information about the research support on offer across the University for research staff.</p> <p>Each new staff member in attendance will receive a research handbook.</p> <p>More work is required in best practice sharing and establishing greater consistency in school level induction.</p>	<p>Ongoing</p>

## Concordat Principle 4 - Action Plan

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success Measures	Progress comments	Progress
4.1. Continue to develop research ethics training for academic staff and PhD staff	Research Development Manager	31 July 2018  6 February 2019	40% of academic staff trained  All PGR supervisors attended PGR supervisory training (Ethics training included)	An increased number of sessions have been put in place since 2017  Research Development programme attendance	Completed

## Concordat Principle 6 - Action Plan

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success Measures	Progress comments	Progress
6.1. Run the 'Diversity Week'- support new and existing staff and student experience and celebrate diverse population and communities at the University of Suffolk	School Deans	One event in 2017 followed by two further events in 2018 and 2019  International gatherings led by University Research Active member of staff	40 % of academic staff attending sessions  All international staff	We do not have a 'Diversity week', but are beginning to organise more events for Wellbeing and Diversity	Ongoing
6.2. Review expectations and policies for funding councils and other funders in relation to parental leave. Ensure that external funding bids satisfy additional costs for equality and diversity legislation.	Research Directorate  HR Directorate  Finance and Planning	31 Jan 2018	Institutional Compliance with expectations of funding bodies	Pre-Award Process to incorporate the institutional compliance	Ongoing

## Additional Actions to the Initial 2 years Plan

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success Measures	Progress comments
<p>a. School Plans to be linked to the Research and Scholarly Activity Strategy with clear targets for Research Development and Scholarly Activities</p> <p>b. Revise career opportunities for research active staff and implement the Suffolk Academic model</p> <p>c. Develop clear plan for consideration of potential REF submission including Code of Practice for categorising Staff for potential REF and identification of relevant Units of Assessment</p>	<p>School Deans School Research Leads</p> <p>School Deans Deputy Vice-Chancellor</p> <p>Director of Research Deputy Vice-Chancellor School Deans</p>	<p>28 September 2018</p> <p>June 2019</p> <p>February 2019</p>	<p>Reported to the Research Management Group</p> <p>Suffolk Academic Model approved</p> <p>Reported to the REF Implementation Group</p> <p>Success indicators related to research and School Plans</p> <p>Code the Practice developed in close consultation with stakeholders suitable for REF should the University intend to make a submission</p>	<p>Completed</p>
<p>Final Research and Scholarly Activity Strategy</p>	<p>Director of Research</p>	<p>31 October 2018</p>	<p>Final Research and Scholarly Activity Strategy published</p>	<p>Completed</p>
<p>Regular and more accessible workshops and research related development activities including external guest speakers (e.g. how to write bids, ethics, writing for publications, etc)</p>	<p>Research Development Manager</p>	<p>31 October 2018</p>	<p>A comprehensive, detailed Research Development programme</p> <p>Attendance and evaluation forms/feedback</p> <p>Number and type of activities offered</p>	<p>On-going monitoring and development of future activities/workshops</p>



Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success Measures	Progress comments
Ensure HESA individualised staff return reflect REF requirement around Units of Assessments for eligible Academic Staff	Director of Research Research Development Manager Director of Human Resources	June 2019	HESA reports	In progress
Stakeholder mapping of academics and external partners with similar research interests	Research Development Manager - initial mapping Research Institutes - to develop and support further	December 2019	Online directory of staff interests, current partnerships and potential funding published	In progress
Revise forms and processes	Costing model - Finance and Research Directorate Ethics Form revised and made available online - Ethics Committee Pre-Award process revised and simplified – Research Directorate and Finance Post-award process management – Research Management Group	End of Oct-draft Nov-finalised Oct-draft Ethics Committee Nov-Finalised 31 October 2018  December 2018	Forms approved and available for use	Completed
Consider the introduction of sabbaticals	Discussion with Research Management Group, HR, Unions, School Deans	December 2019	Minutes of the meetings	In progress
Create a community of research practice with  'Lecture and Seminar Series' with internal and external speakers sand dedicated online space with RDF, details of lecture series, discussion forums organised by threads of interest	Directorate of Research External Relations Interested staff from Schools	December 2019	Concordat for Engaging Public with Research	Regular Updates provided at RMG meetings

Actions identified in 2017 plan	Lead	Timescale identified in 2017 plan	Success Measures	Progress comments
Review use and suitability of database subscription for research	Director of Learning and Teaching	June 2019	Research Management Group-reporting/minutes	In progress
Possibility of funding-Seed funding for research	Research Development Manager Foundation Board	31 October 2018	Monitoring frequent communication around funding opportunities reported to RMG and Foundation Board	Ongoing
Research and Scholarly Activity evidenced in the Workload allocation model and appraisal process with specific focus on effective use of 18 development days.	School Deans School Research leads	31 October 18	Reporting/Work allocation model	In progress
Create an online portal and central resource platform for all research related documentation, forms, policies, agreements for submitting funding bids.	School Research Leads Finance and Planning (for policies, costing and regulations) Registry (for policies)	31 December 2019	Directorate of Research Graduate School	In progress Online ethical application complete