

## Glasgow Caledonian University

### 2015 – 2017 HR Excellence in Research Award Action Plan:

#### for the implementation of the Principles of the Concordat and other researcher development activity

- November 2015

## INTRODUCTION

New areas for focus in the action plan for AY 2015-16 to AY 2016 -17 are outlined below. These have been discussed by the CREDO group and the University Research Committee. The new actions have been developed from the University Research strategy and action plan; the outcomes of the REF2014 exercise; the institutional staff survey 2014 and 2015 action plans, and feedback from the Contract Researcher Online Survey (CROS) 2015, the Postgraduate Research Experience Survey (PRES) 2015 and the Principal Investigators and Research Leaders Survey (PIRLS) 2015.

<b>New actions 2015/16 to 2016/17</b>	<b>Responsibility for new actions</b>	<b>Success measures</b>	<b>Timescale</b>
<b>Concordat Principle 1 : Recruitment selection and retention of Staff</b> Update and review of employment related policies and implementation including provision of resources to staff.	People services	Policies reviewed and updated as required	July 2016 & 2017
Undertake internal audit of current recruitment methods and revise the Recruitment and Selection Policy to include more consistent and robust approaches to selection methods.	People Services	Recruitment and Selection Policy reviewed and revised to include updated selection methods	July 2016
Develop and deliver consistent training in the recruitment and selection for managers	People Services	Consistent training for managers delivered	July 2017
Monitor and review research staffing and turnover annually	People Services University Research Committee	information provided annually data reviewed annually and actions considered	Autumn 2016 & 2017

Implement University research strategy with new KPIs and thematic Centre structures including monitoring staff	University Research Committee	annual Research progress reports produced	Autumn 2016 & 2017
	REF Management Group	annual REF progress report produced	
Monitor progress in new research strategy implementation using PURE	University Research Committee	research data reports produced annually	Autumn 2016 & 2017
	REF Management Group	REF management reports produced annually  A stronger research base indicated by increasing numbers of research active staff operating at higher levels of independently assessed research quality.	
<b>Concordat Principle 2: Researcher Recognition and Value</b> Develop and implement University level and School/ Support Department level action plans on institutional survey feedback	Schools and Departments	action plans implemented	Nov 2015
	People Services	action plans reviewed	Nov 2016
Prepare next staff survey for implementation	People Services	next survey planned for 2017	June 2016
Design and deliver Pulse interim staff survey focused on staff engagement, leadership and Performance review survey questions.	People Services	short pulse survey delivered and analysed, with research staff identified as a separate group of interest	Delivered Feb 2016
Design, deliver and analyse full staff survey	People services	Survey delivered and analysed.  An improvement in institutional staff survey indicators in relation to staff recognition and valuing of contribution compared with 2014 benchmark.	June 2017
<b>Concordat Principle 3: Researcher Support</b>  Deliver existing CREDO Framework for staff development and review annually the provision.	CREDO Group	Annual delivery of suite of 20 research excellence workshops per annum.	June 2016 & June 2017
		Annual delivery of over 100 Graduate School workshops for PGR, staff developing a research career and supervisors.	June 2016 & June 2017

		<p>Review of annual reports on the CREDO and Graduate School researcher development provision scrutinised by the University Research committee</p> <p>An increase in the total uptake of researcher development opportunities provided via the CREDO Framework and monitoring of staff feedback to ensure that delivery is maintained at a high level of quality.</p>	<p>Annual reviews Oct 2016 &amp; Oct 2017</p> <p>Annual reviews Oct 2016 &amp; Oct 2017</p>
Develop and deliver new mandatory provision for ECRs (REF definition) to attend CREDO research excellence staff development workshops.	REF Management Group	ECR's formally identified when eligible and familiarised with research excellence strategy and requirements	March 2016
Develop a new framework for training of mentors of new supervisors	Graduate School in partnership with Schools	<p>Workshops designed and delivered – ‘Mentoring new supervisors’ workshops piloted on 18 March and 18 April 2016.</p> <p>Becomes part of mandatory provision offered to experienced supervisors from AY2016/17 onwards.</p>	<p>April 2016</p> <p>April 2017</p>
Develop and deliver new mandatory provision for experienced supervisors to attend supervision briefings and CPD updates	Graduate School in partnership with Schools	<p>Workshops designed and delivered. New Higher Degrees Committee regulation approved by Senate June 2015, making it mandatory that experienced supervisors should attend a minimum of 1 refresher training session every 2 years. They can attend any refresher workshop session from the supervision training courses on offer. 20 workshop opportunities delivered for supervisors in AY2015-16.</p> <p>100% of experienced supervisors undertake refresher session in review period.</p>	<p>June 2016</p> <p>June 2017</p>
Deliver mandatory training for all research staff in the use of the PURE research information system and maintenance of records.	Academic Research Development	100% of research staff have completed the training in PURE and are maintaining their research output records	June 2016

Develop and deliver more focused support for senior staff to attend external staff development events	CREDO sub Group and University Research Committee	appraisal of specific needs and provision identified/agreed	June 2016
<b>Concordat Principle 4: Personal and Career Development</b>			
Monitor Peer review processes and provide feedback to staff.	Schools and Centres	Peer review processes monitored and fed back to staff	Monthly 2015-17
Design and deliver new staff development framework which includes delivery of research specific induction of new staff	Academic Research development and Graduate School	Research Induction delivered to new staff developing a research career	Jan 2016 Then 2 x per yr pre semester. 2017
Deliver personal research clinics (6 per annum from AY 2015-16.)	Academic Research Development	Opportunities for personal research clinics taken up	Bimonthly Nov 2015 to Jun 2017
Design and deliver annual training and development week for all staff, including researcher portfolio	People Services, Academic Research Development, Graduate School	Staff development week piloted in January 2016, delivered annually	Jan 2016 & Jan 2017
<b>Concordat Principle 5: Researcher's responsibilities</b> Monitor personal development plans as part of annual review. Researchers agree research work plan and are responsible for delivery. Monitor progress of individuals via University annual performance review	Research staff, Schools and Department management, People Services	100% of academic-research staff undertake Personal Development Planning and performance reviews which includes research work plan	Individual Interim Review Feb 2016, End review Sept 2016. Feb/Sept 2017
Monitor Institutional progress on research plans.	University Research Committee	Annual reports reviewed on overview of institutional progress on research plans	Annual review by Autumn 2016 & 2017
<b>Concordat Principle 6: Diversity and Equality</b> Consolidate existing activities	People Services,	Annual progress reports on School, Dept and University E&D	Nov 2015, 2016,

	Schools, Dept.	Action plans reviewed.	2017
Review Code of Practice and equality Impact assessment management processes for 'REF2020' exercise	REF Management Group, Academic Research Development	updated Code of Practice disseminated to staff	Jan 2016
Submit Institutional Athena Swan bronze formal institutional application in AY2015-16	Women in STEMM steering group	a successful application for Athena Swan Bronze award in 2016	Dec 2015
Design and deliver regular workshops on unconscious bias to research staff via champions	People services, School champions, REF Management Group	Workshops designed and delivered	from Nov 2015 to June 2016
<b>Concordat Principle 7: Implementation and Review</b>			
Continue participation in CROS, PRES and PIRLS 2017 surveys	CREDO group reporting to University Research Committee	CROS, PRES and PIRLS 2017 survey participant uptake increased	Submission Summer 2017 Outcome Autumn 2017
Review progress of action plan for research staff development biannually	CREDO group reporting to University Research Committee	Action plan for research staff development reviewed and new actions added twice a year.	June and Nov 2016 & 2017
Continue collaborations with Vitae, Universities Scotland, Scottish Researcher Development Policy Forum, ARMA, SCOTHERD and other HEIs, in researcher staff development	Graduate School, Academic Research Development	contributions to steering committees, organisation and delivery of collaborations) <ul style="list-style-type: none"> <li>• Next Policy Forum planned for 18 Jan 2016 at University of Dundee</li> <li>• GCU co-organising and hosting UKCGE workshop on Doctoral supervision at a distance 19 April 2016.</li> <li>• Member of Vitae CROS/PIRLS advisory group</li> </ul>	Jan 2016  Apr 2016  3 x per year 2016