

**University of Exeter: HR Excellence in Research Action Plan**

**Reviewed 2016**

**KEY**

ADT – Academic Development Team

DCMG - Doctoral College Management Group

ESE – Education and Student Experience

EQE - Education and Quality Enhancement – now ESE or Academic Development Team

HR - Human Resources

RD - Researcher Development

RD Steering Group - now Doctoral College Management Group (DCMG)

RKT = now Research and Impact Strategy Management Group (RISMG)

RS=Research Services

EES= Employee Engagement Survey

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| **Area/ Concordat Principle** | **Action Required** | **Responsibility** | **Date** | **2016 Update** |
| **CROS/PIRLS/ Implementation and Review; Recruitment and Selection; Recognition and Value; Equality and Diversity** |
| 1. CROS – Careers in Research online survey
 | To undertake CROS in 2015; monitor impact of Athena Swan; Involvement in research culture within disciplines | HR | 2015 | The decision was taken not to run either the CROS or the PIRLS surveys as the timing clashed with the EES. EES currently being reviewed to extract relevant data evidence. 2016 EES has been carried out with a specific demographic to enable us to identify Researcher views on Wellbeing and Engagement.  |
| 1. PIRLS – Principle Investigators and Research Leaders Survey
 | To consult RDSG as to whether PIRLS will be undertaken in 2015 and, if so, to undertake it | HR | 2015 |

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| **Further Improvements to PDR Process/ Recognition and Value; Support and Career Development; Equality and Diversity** |
| 1. Performance and development Review
 | To introduce an ‘electronic appraisal system’ in order to improve compliance; monitor access to L&D | HR | March 2015 | ePDR is under development in 2016/ 17; The paper based PDR and probation process have both been updated in the interim. The new electronic PDR was placed on hold whilst HR delivered improvements to underpinning infrastructure (Trent, L&D offerings, business partnering model improved with a greater focus on HR metrics and academic data). L&D participation in non-researcher specific training is monitored through TRENT and reported to Colleges monthly now.  |
| **RD Position Document & Plan/ Support and Career Development** |
| 1. RD Position Document & Plan
 | To review and update the RD Position Document and Plan | Head of RD  | July 2015 | Both the RD Position Document and Plan have been reviewed and updated. Both have been approved by DCMG and RISMGA new Doctoral College Training Vision and Plan was prepared in April 2016 and presented to and approved by the DC Strategy Group. This document was informed by the training review that took place in 2015/16 and is guiding current developments and revisions to the RD Programmes and training within Colleges and Disciplines |
| 1. RD Position Document & Plan
 | To present the revised and updated plan to the RD Steering Group and RKT Management Group for approval. | Head of RD | December 2015 |
| **PGR Researcher Development Provision/ Support and Career Development** |
| 1. PGR Exeter Core Programme Monitoring and Embedding
 | To monitor the continued rolling out and embedding of the revised and enhanced Core Programme and to produce engagement data termly with a full report at the end of each year. KPIs include:* At least 80% of session attendees stating that sessions met their learning outcomes and that they would recommend the session to their peers
* Continued year on year growth in the percentage of PGRs engaging with the RD PGR Programmes
* Sustaining or enhancing PRES results further with respect to relevant CPD-based questions
 | RD PGR Programme Manager & Head of RD | Annually end of August\* | UPDATE ON PROGRESS:O In 2015/16 – 95% of respondents agreed or strongly agreed that sessions met their learning outcomesO In 2015/16 – 97% of respondents agreed or strongly agreed that they would recommend the session to their peersO Year on year growth for Exeter PGRs (using UoE HESA return census data headcount – i.e. population 01/12/15 - as the total population)

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| **Exeter PGR** |
| **Year** | **2015/6** | **2014/5** | **2013/4** |
| **Headcount** | 1509 | 1472 | 1502 |
| **Number Attended** | 926 | 867 | 839 |
| **Percent Attended** | 61% | 59% | 56% |

Total Exeter based **attendances** 2015/ 16 = 3012  |
| 1. PGR Cornwall Core Programme Monitoring and Embedding
 | To monitor the continued rolling out and embedding of the revised and enhanced Core Programme and to produce engagement data termly with a full report at the end of each year. KPIs include:* At least 80% of session attendees stating that sessions met their learning outcomes and that they would recommend the session to their peers
* Continued year on year growth in the percentage of PGRs engaging with the RD PGR Programmes
* Sustaining or enhancing PRES results further with respect to relevant CPD-based questions
 | RD PGR Programme Manager & Head of RD | Annually end of August\* | O In 2015/16 – 98% of respondents agreed or strongly agreed that sessions met their learning outcomesO In 2015/16 – 98% of respondents agreed or strongly agreed that they would recommend the session to their peersO Year on year growth for Cornwall PGRs (using ***UoE HESA return census data headcount*** – ie population 01/12/15 – as the total population)

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| **Cornwall PGR** |
| **Year** | **2015/6** | **2014/5** | **2013/4** |
| **Headcount** | 187 | 165 | 148 |
| **Number Attended** | 183 | 131 | 138 |
| **Percent Attended** | 98% | 79% | 93% |

Total Cornwall based **attendances** 2015/ 16 = 682 O PRES data PGR ALL CAMPUSES - Professional and Career Development Section Positive Satisfaction Score:2009 40%2011 43% 2013 77%2015 79% |
| 1. Webinars
 | To increase the number and range of webinars offered as part of the provision for PGRs with the specific aim of improving provision for part-time and distance learners | RD PGR Programme Manager | September 2015 | **2012/13** – 9 webinars delivered in total – 9 topics in total (i.e. no repeats)**2013/14 – 13** webinars delivered in total – 13 topics in total (i.e. no repeats)**2014/15 – 18** webinars delivered in total – 16 topics in total **2015/16** – 25 webinars delivered in total – 23 topics in total (21 of these webinars covering 19 of the 23 topics were delivered by Exeter as part of the Exeter-managed GW4 webinar programme – of the remaining 4 webinars, 1 was delivered by Cardiff and 3 were delivered by Bath) |
| 1. Peer-to-Peer Mentoring
 | To extend the pilot of the PGR peer-to-peer mentoring training by engaging with an increasing number specific disciplines  | ESE – Student Skills Team | September 2015 | The Pilot has been extended in CLES, Penryn. Following positive feedback from participants, a bid for additional funding was successful and the action plan for further development is currently being drafted. |
| 1. STEMM Fellowship Training (additional activity)
 | Provide training and support for candidates to secure funded fellowships from the STEM/M Funding Body Strategy Groups | STEM/M Colleges | July 2016 | Training and support provided for candidates to secure funded fellowships from the STEM/M Funding Body Strategy Groups through a cohort based scheme, reflecting best practice from other institutions. The process involves early pitches of ideas to a panel, triage of candidates for future submission, alignment of support from Research Development Managers and academic mentors to develop the fellowship application, provision of cloud based collaboration tools, and mock interview panels training. |
| **ECR Researcher Development Provision/ Support and Career Development; Researchers responsibilities** |
| 1. ECR Core Programme Monitoring and Embedding
 | To monitor the continued rolling out and embedding of the revised and enhanced Core Programme and to produce engagement data termly with a full report at the end of each year. KPIs include:* At least 80% of session attendees stating that sessions met their learning outcomes and that they would recommend the session to their peers
* Continued year on year growth in the percentage of ECRs engaging with the RD ECR Programme
* Sustaining or enhancing CROS results further with respect to relevant CPD-based questions
 | ECR Programme Manager & Head of RD; DCMG | Annually end of August\* | O In 2015/16 – 98% of respondents agreed or strongly agreed that sessions met their learning outcomesO In 2015/16 – 97% of respondents agreed or strongly agreed that they would recommend the session to their peersO Year on year growth for ALL ECRS (using **all ECRs pulling through on the MCZ Live Trent** at the end of the academic year - i.e. end of July/beginning of August – as the total population)

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| **ALL ECRS** |
| **Year** | **2015/6** | **2014/5** | **2013/4** |
| **Headcount** | 677\* | 592 | 581 |
| **Number Attended** | 378 | 380 | 356 |
| **Percent Attended** | 56% | 64% | 61% |

\*NB 2016/16 population includes all Grade G to ensure all ECRs have a chance to participate (excluded in previous years by the automated feed from Trent HR – approx. 50 staff). However, most Grade G would probably not regard themselves as ECRs.**CROS** did not take place |
| 1. Support for ECR development in CSSIS
 | Colleges to develop and provide College-based development opportunities and support for ECRs |  |  | ECR research allowance of £500 to use for training or conferences to further their career not covered by their PI’s grant.ECRs invited to participate in research centre/group/network activities in each discipline and included on staff email lists so they are aware of activities (it seems this wasn’t always the case).ECRs also invited to join PGR training etc. if appropriate. Career opportunities discussed in line with university requirements well before contractual employment expires. |
| **Management Provision and Collaboration with Key Partners/Support and Career Development** |
| 1. Interfaces with Colleges and other internal training providers
 | To continue to improve interfaces with Colleges and other training providers at Exeter through the RD Steering Group, RD User Group (Cornwall) and engagement with PGR Liaison Forums and College-based ECR networks | DCMG | Ongoing – monitored Annually by end of August\* | Development of the DC Steering Group and DCMG drawing together management and oversight of PGRs and Post Docs across the University. Introduction of DPGR Forum in 15/16 termly meetings.New PGR Leads Network meetings as well as PGR Liaison Forum meetings.Reinforced and supported provision in Cornwall.The Researcher Development Team (RDT) is now part of the newly created (ie in 2015/16) Doctoral College (DC). The DC is responsible for ECRs as well as PGRs. The RDT is now situated within and part of the same unit as the PGR administrative staff and PGRs and ECRs. The RD Steering Group was disbanded in 2014/15 but relevant issues are discussed at DC Management Meetings and DC Strategy Board meetings as a matter of course. The RD PGR Programme Manager maintains close links with PGR Representatives and the wider PGR Liaison Forums. The RD User Group in Cornwall has been replaced by the ECR network in Cornwall, - which includes PGRs and ECRs - and the ECR/Cornwall PGR Programme Manager meets with the network leads in Cornwall at least once a term and provides support and guidance for ECR network events in Cornwall. The ECR Programme Manager is also in regular contact with ECR network leads in CLES and EMPS and ECR contacts in UEMS, meets with them at least once a term and provides support and guidance for ECR organised/led events in these Colleges. ECR numbers in HUMS, SSIS and UEBS are lower but the ECR Programme Manager started to organise lunchtime networking meetings for HASS ECRs (open to HASS ECRs in UEMS and CLES as well as those in HUMS, SSIS and UEBS) in July 2016 and these will continue to be offered once or twice per term going forward. |
| 1. GW4
 | To continue to strengthen relationships with Partners in the Building Capacity Work Stream and Developing People and PGR work groups of GW4 and to develop shared and joint training programmes, packages and other activities as appropriate | ADT; RDT; DCMG; RS | Ongoing – attend meetings as arranged\* | Attendance at BCDP Steering Group, PGR Work Group and DP Work Group meetings. Exeter is actively engaged in delivering development opportunities e.g. Medieval Studies Network Event at Exeter leading to AHRC submission.All four universities’ face-to-face workshops and webinars are open to all PGRs and ECRs from other GW4 institutions. Exeter RDT managed the GW4 RD Webinar Programme for PGRs in 2015/16. 25 webinars were delivered, covering 23 topics (21 of these webinars covering 19 topics were delivered by Exeter RDT (remaining 4 webinars delivered by Cardiff and Bath) |
| 1. DTC/Ps – APS And Doctoral College
 | To continue to support DTC/P provision as appropriate | RS; DC Manager | Reviewed annually end of August\* | Central post now in DC to support and oversee DTC/ P provision, working with RS. |
| 1. Doctoral College
 | To support developments around the Doctoral College | DC Manager | August 2015 | Doctoral College now established. Doctoral College forum for DPGRs and other ECR/ PGR-facing staff now established running termly. Key themes health and wellbeing especially MH of researchers, and defining and enhancing research culture. |
| 1. Athena SWAN
 | To continue to attend Athena SWAN meetings and support the Athena SWAN process | Head of RD | Reviewed annually end of August\* | The University Athena SWAN Working Group meets on a monthly basis and is chaired by Professor Mark Goodwin, DVC – External Affairs with academic representation from all STEM/M Colleges; Head of RD attends this group.All STEM/M Colleges and disciplines have their own Athena SWAN Working Groups to drive forward and monitor progress at a local level.The University’s Athena SWAN Institutional Bronze Award was successfully renewed in April 2015;All 9 of our STEM/M disciplines in CEMPS and CLES have achieved an Athena SWAN award (4 of which are Silver and 5 Bronze Awards – as of Nov 2015);In addition, the department of Physics were successful in their application for ‘Practitioner’ status under the Institute of Physics’ JUNO accreditation |
| 1. RD website
 | To continue to improve the RD website to enable our researchers to understand their career options and access online tools to enhance their professional development | RD; ECR Programme Manager | August 2015 | RD website reviewed and updated. Development of The Exeter Academic website providing career guidance and support |
| 1. LTHE Programme
 | To continue to fund the LTHE Programme | HR | Annually, beginning of August\* | LTHE Programme continues to be funded. High quality feedback rating programme streams 4.2 or above. |

**\* Actions included in 2014-2016 action plan**