

Research Staff Reps' Meeting
06 September 2016
Brambles Dining Room, The Hawthorns
14.00-16.00

Minutes

1. Present and apologies for absence

Present: Mike Gulliver (Chair), Dinithi Wijedasa (Co-Chair), Claire Wrixon (RSDO), Scott Greenwell, Erica Morley, Catherine Back, Jon Hawkings, Zoe Clarke, Louise Fisher, Peter Rice, Shailen Nandy, Phillipa Lewis, Andrew Simpkin, Sarah Lambton, Jenny Morris, Elaine Mawbey

Apologies for absence:

Commented [DNW1]: Did you get any apologies Mike?

2. Minutes of the last meeting (04.05.2016)

Apologies from the Chair and Co-Chair for not tabling the minutes of the previous meeting. It will be tabled in time for the next meeting.

3. Meeting with PVC Research at the RSWP

MG explained that we have the audience of the PVC research, Nishan Canagarajah at the next RSWP and that the committee should discuss the points to put forward to him. The following issues were discussed:

a. Research Staff Champion Role

The committee had a discussion on the importance of having a research champion role. The following points were raised:

- Who would they report to?
- The champion needs to be a person who is in a senior academic role with stability
- The difference between a research staff rep and a research staff champion needs to be clear and a role profile needs to be agreed upon
- The committee agreed that the appointed champion should have a genuine empathy towards pathway 2 staff and that it should not be a 'tick box' for citizenship.
- The committee discussed that the University should recognise this as a formal role with work load allocation points.

Action: CW and MG to report these points at the next the RSWP and to look into how this idea can be moved forward

b. Access to E-mail after leaving the University

Currently, staff lose access to their e-mails soon after they leave the employment of the University. MG reported back that there is no interest from the IT services to address this issue. The committee discussed the importance of having at least

a forwarding e-mail, which would be of use, especially in situations where the staff member is the first author of a paper and also the importance of clear and transparent guidelines from the time of taking up employment at the University.

Action: MG to report to the RSWP

c. (Lack of) Progression and promotion opportunities

The following points were discussed as pertinent to be put forward to the PVC, Research:

- Whole process lacks transparency
- The guidelines are not clear and practice seems to vary between Schools/Departments
- Some PIs are still unaware of the changes to the FEC tool

MG noted the assurances from Guy Gregory, the Director of HR at the previous RSWP that the whole pathway system needs re-thinking and that pathway 2 staff will be involved in this dialogue from the outset.

Action: MG and DW to report to the RSWP

d. VC Fellowships

The committee required more clarification on the eligibility for the fellowships, which were announced as part of the VC's Vision Strategy

Action: MG and DW to report to the RSWP

4. Teaching policy for research staff

CW reminded all reps of the policy document on [teaching expectations](#) of Pathway 2 staff. All faculties and Schools are to adhere by this policy.

Action: All research staff reps to disseminate at school level

CW to email the policy to all Heads of School

CW to check if Pathway 2 staff can have a P3 contract in order to be paid for teaching

5. Mentoring for research staff

CW has been organising mentoring circles for research staff for many years. However, CW indicated that the current formation does not work and that she will be proposing a new action plan for mentoring at the next RSWP.

Action: CW to report back from the RSWP

6. CROS action plan

CW talked through the action plan. CROS is run every other year and is a survey of all researchers on grades a to c in UK HEIs.

Action: MG and CW to prepare document on what can be done at school/department level to implement the CROS action plan
CW update all HOS on the specific results pertaining to their Schools.

7. Any other business

Regular Monthly Coffee mornings

CW is hosting monthly coffee mornings for new research staff. CW indicated that it would be good for research staff reps to attend this as well.

Research Staff Hub

CW advised the committee that a new section has been added to the Hub on 'How to get the best out of your Review'

Action: All research reps to notify Pathway 2 researchers of the Hub

Careers advice for pathway 2 staff

CW has started conducting 30 min 1 to 1 sessions on career advice for pathway 2 staff.

Action: All research reps to notify Pathway 2 researchers to email zoe.clarke@bristol.ac.uk to book a session with CW

Next meeting to be held on 10th January 2017 at The Brambles staff dining room, 2-4pm