

Research Staff Reps' Meeting
13 January 2016
Brambles Dining Room, The Hawthorns
14.00-16.00

Minutes

1. Present and apologies for absence

Present: Dinithi Wijedasa (Acting Co-Chair), Emma Stone (Acting Co-Chair), Claire Wrixon (RSDO), Katherine Baldock, Marco Longana, Paras Naik, Jo Edgar, Erica Morley, Ian Bull, Chris Danson, Kate Hendry, Sarah Ratcliffe, Alex Liu, Kara van Aelst, Catherine Back, Marcus Schiegg, Daisy Gaunt, Laura Thomas, Jessica Smyth

Apologies for absence: Mascia Amici (Chair), Mike Gulliver (Co-Chair), Jon Hawkings

2. Minutes of the last meeting (10.09.2015) and matters arising

Agreed.

Matters arising:

- The issue of retaining email after having left a post at UoB, raised in the previous minutes, was discussed relating to the removal of Google documents after the creator has left. It was suggested that a policy should be set out for documents to be held in a central account.
- Claire Wrixon highlighted that the current research staff website is fairly out of date. A new site has been created call the Research Staff Hub and is due to be launched on the 1 February 2016. This website will host for example policies and procedures relating to research staff, career option, etc.
- The Committee members were reminded that they should ideally find a replacement when stepping down from the role of research staff representative in their School. It was discussed whether it would be good practice to have two representatives from each Department/School, which would ensure representation at the meeting.

3. The role of the Chair

The Committee wishes to thank Mascia Amici for all the dedicated hard work and valuable contributions she has made over the last xx years as Chair of the Research Staff Committee and as a member of the Research Staff Working Party. She will continue to remain as a Research Staff representative for the School of Physiology, Pharmacology and Neuroscience.

With the stepping down of Mascia from Chair role, the Committee needs to appoint a new Chair. The current Co-Chair Mike Gulliver has stated that he is happy to take up

this position. There were no objections at the meeting and therefore we welcome Mike in his new role.

The Committee also requires a replacement for Mike in the role of Co-Chair. Claire Wrixon explained to the Committee that this position also requires you to sit on the Research Staff Working Party. The Committee were informed that if you are interested in this role to contact Claire.

Action: CW to update MG of the interested individuals

4. Research Staff Working Party representatives

CW updated the committee on the role of the RSWP. The Committee wishes to thank Sara Davies and Mohammed Ghorbel for their valued contribution as members of the Research Staff Working Party. They have now stepped down and these positions will need to be filled. The committee were informed that if you are interested in this role to contact to Claire Wrixon.

Action: CW and MG to update the RSWP on the interested individuals

5. Pathway 2 career progression

A document has been put together by the RSWP on the movement and progression that could occur on career pathway 2. This document has not been signed off yet. Therefore the content was for the eyes of the committee only.

CW gave an overview of this document and indicated that it will be distributed to all Faculty Research Directors to ensure that all PIs are aware of the new addition of the 'progressability' box in the FEC tool and also the examples of how a position could be assessed for movement/progression between role profiles.

- The difference between 'movement' and 'progression' was discussed. Further clarity is required on whether movement is automatic/expected for all those on level a.

Action: CW to feedback, after analysis, the number of researchers who have moved from profile a to profile b; those who moved from b to c; and those that have plateaued in the last few years.

- CW reported that the issue of progression for researchers is also being discussed at a much wider level, at a meeting of HR managers from UK HEIs.
- The committee thanked CW for taking the time to meet all research reps individually across the University

Action: CW and MG to let the Committee know when the information in the document can be shared with other researchers.

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.

Additional points:

- There will be a workshop for researchers in how to get the best out of the staff review
- Although not on the action plan, CW is also working on establishing a mentoring scheme for research staff. The potential of reaching out to those who have left UoB to other academic posts and jobs in the private/third sector was discussed.

Action: CW to explore if the 'leavers' form can be used for this purpose and whether it can be made more visible

- CW is also planning to offer one-to-one sessions on careers advice. This is as a response to the fact that RS are no longer eligible for careers advice through the University's Career's Service (unless an alumnus and within 3 years since graduating)

Action: CW to update all HOS on the specific results pertaining to their Schools.
Can RS reps ask for this as well?

Action: MG to follow-up IT re Research Staff retaining the e-mail accounts after leaving

7. Active research meetings

Sara Davies, presented to the committee the success of the previous round of active research. The main aim of an active research meeting is to provide an opportunity for researchers to network, brainstorm and socialise in an active setting. The events are tailored to the activity level of the participants and can range from walking to running. There is a plan to establish active research event coordinators within all Departments who will lead these events and also promote them.

Action: MG to get the details from Sara Davies and forward to all research staff reps

Action: All research staff reps to actively seek out volunteers for the role of event coordinators

8. Any other business

Teaching policy for research staff

A policy document and acceptable teaching levels and a 'best practice' document (currently only for the Faculty of Science), prepared by Rachel Flecker will be tabled

at the next education committee meeting. Both of these documents will be shared with the committee in due course.

Action: MG to follow up and forward the documents to the research staff reps

Inclusion of pathway 2 staff in the CREATE scheme

CW indicated that although priority was given to staff on pathway 1 in the first round, the next rounds will provide more opportunities for research staff to get more engaged in the scheme.

New research staff

CW will send all reps a list of research staff in the schools, every month

Action: CW to send a list of research staff to all reps, every month

Inclusion of research staff as PIs on bids

It was discussed that there is uneven practice and guidelines across the University and also the funding bodies on whether research staff can be included in research bids as PIs.

Action: CW and MG to raise this at the RSWP meeting

Next meeting date and place??