

Looking Back Plan 2021-2023

Institution name: University of Suffolk
Cohort number: 14
Date of submission: 23 June 2023

Details

The institutional audience* for this action plan includes (complete or delete, as appropriate):

Audience (beneficiaries of the action plan)	Number of
Research staff	32
Postgraduate researchers	105
Staff on Learning, Teaching and Research	76
Teaching-only staff	311
Technicians	12
Clinicians	0
Professional support staff	372
Staff on Learning, Teaching and KE Contracts	311

Action carried over from previous action plan?

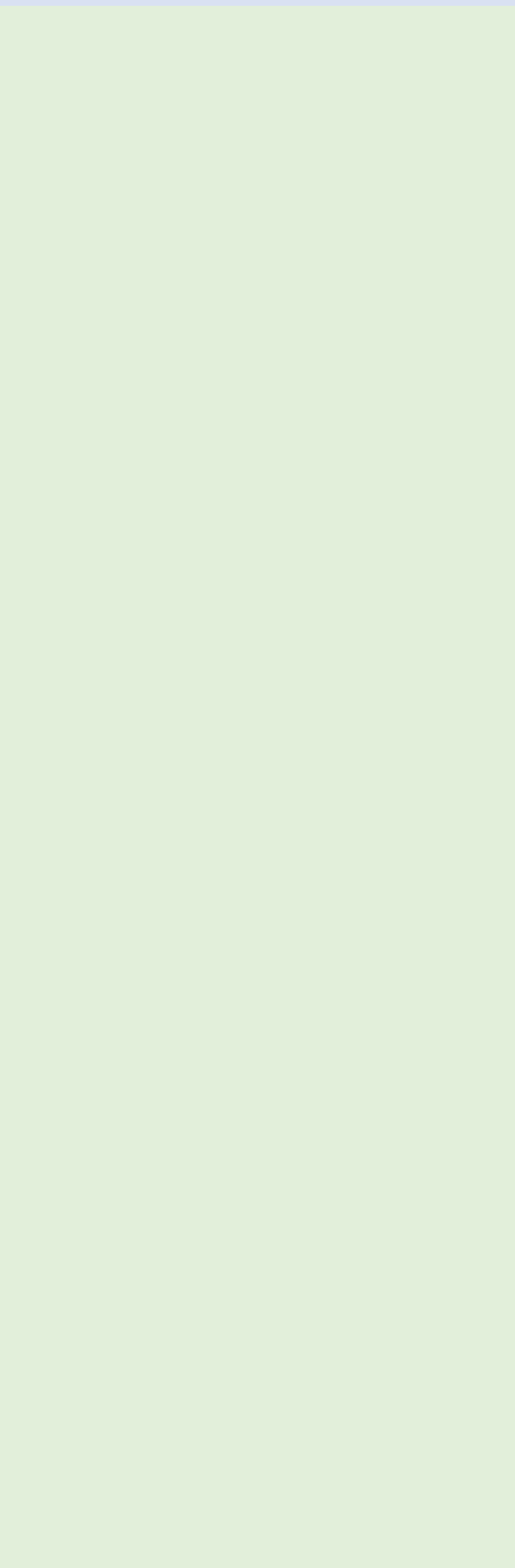
Environment and Culture

Institutions must:

EC11 Ensure that all relevant staff are aware of the Concordat 1) News of the Concordat will be shared with all staff through the website, Infozone and on the research pages of MySuffolk

Old Concordat principle (p)pls 1134TW cTc W

New



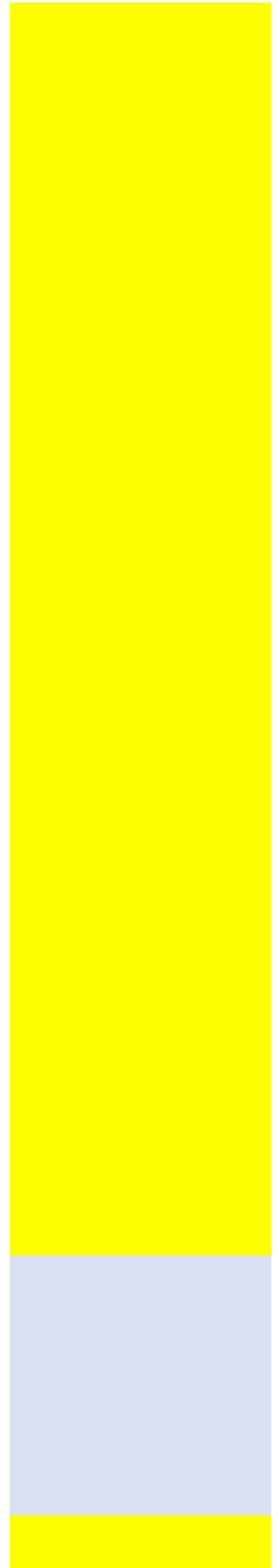
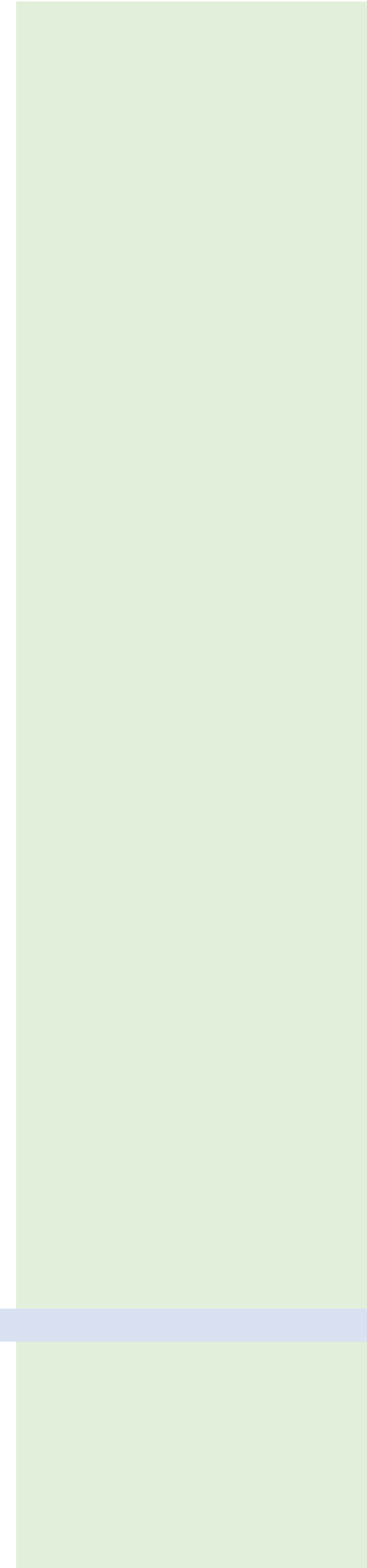
EC14



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ECM2 Ensure that they and their researchers act in accordance with the highest standards of research integrity and professional conduct



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ECR2 Ensure they act in accordance with employer and funder policies related to research integrity, equality, diversity and inclusion

1) Ensure all staff engage with ethical governance procedures and policies
2) All staff undertake mandatory ED&I training

1) Minutes of ethics committee and triangulation of research project data
2) Monitoring of ED&I training completion

May 2023

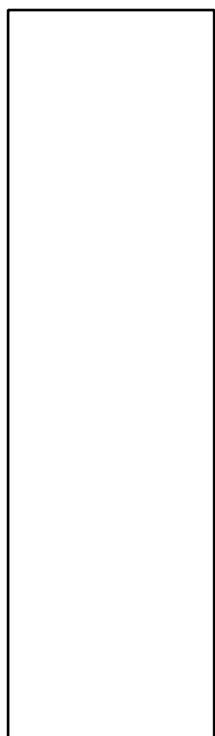
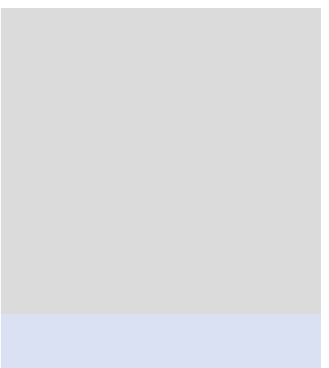
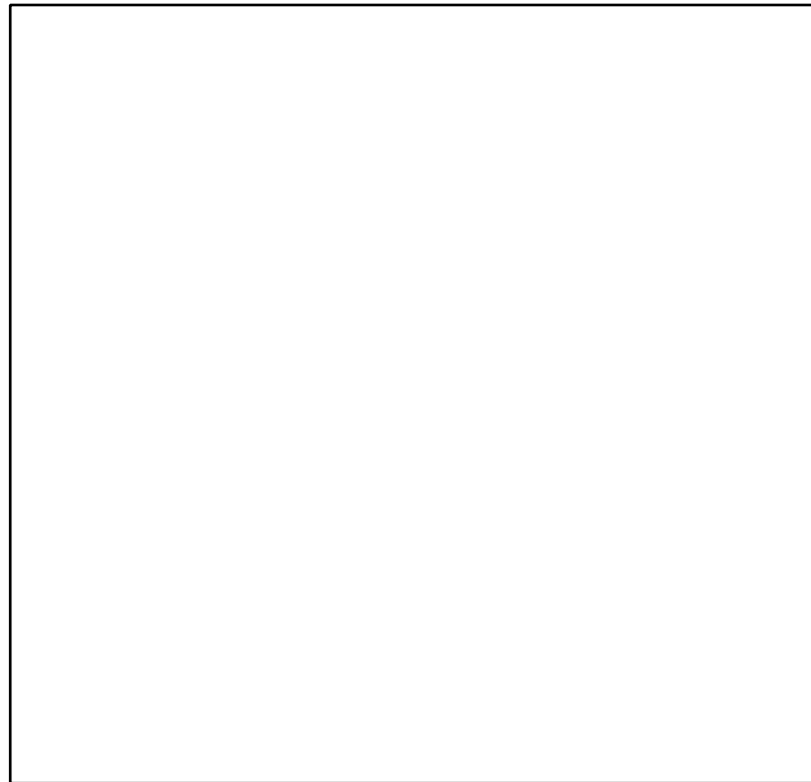
Research Institute administrator
Senior Business Partner, Talent and Organisational Development

1) Minutes of the meetings available upon request
83% of staff have completed the Research Integrity training, 2022/2023
3) Currently, 547 staff have successfully completed the EDI mandatory training module record, representing 90.3% of staff

Researchers contribute to the creation of a responsible, inclusive, and equitable research environment, by aligning our actions with employer and funder policies related to research integrity, equality, diversity, and inclusion. They uphold the highest standards of conduct and actively work towards promoting integrity, fairness, and diversity within their research activities and collaborations



ECR3 Taq2 a-0 0 11.122 79.024e,s,DC q26.634 1197.365 19W r



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E13 Provide clear and transparent merit-based recognition, reward and promotion pathways that recognise the full range of researchers' contributions and the diversity of personal circumstances



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Managers of researchers must:

EM1	Undertake relevant training and development opportunities so that they can manage researchers effectively and fulfil their duty of care	Audit current available training opportunities – revise and review 'what works' in managing researchers effectively	Revised training opportunities and membership of UKRIO, ARMA, Vitae, and Advance HE	April 2023	Head of Research Development	Aurora programme– Head of Research Development and Research Fellow (January-May 22) Strategic Leadership Programme – RI Directors (April 2022) Senior Women's Leadership Development Programme – Head of Suffolk Doctoral College (April 2022) Research Leadership Development Programme Advance HE (January-March 2023): 43 staff members of staff trained (from ECRs to Professors)	Providing managers with the necessary training and development opportunities ensures that they are equipped with the skills and knowledge to effectively manage researchers and fulfil their duty of care. This not only contributes to the well-being and professional development of researchers but also promotes a positive and supportive research environment within the institution	P2.3
EM2	Familiarise themselves and work in accordance with relevant employment legislation and codes of practice, institutional policies, and the terms and conditions of grant funding	1) Develop Good Practice in Research Guide (EC12) 2) Ensure terms and conditions of funding are reviewed for each project	1) Publish Good Practice Guide 2) RDM to review at application stage	1) September 2022 2) Dec 2022	Head of Research Development Head of Research Management	1) We published the Research Resources in the Research Hub (accessed via the intranet) https://intranet.uos.ac.uk/research-regular-updates-weekly 2) Pre-Award and Post Award Processes established https://intranet.uos.ac.uk/pre-award-process https://intranet.uos.ac.uk/post-award-resources Head of Research Management appointed	By familiarizing themselves with relevant employment legislation, codes of practice, institutional policies, and grant funding terms and conditions, managers effectively navigated the complexities of managing researchers while ensuring compliance, fairness, and adherence to best practices.	P2.2
EM3	Commit to, and evidence, the inclusive, equitable and							



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ER4 Recognise and act on their role as key stakeholders within the institution and the wider academic community All policy and research strategy development activity includes representation of research staff at all levels Mentoring training programme Research staff inductions

May 2023

Head of Research Development

1) Research mentoring training programme
Training mentoring resources are available at:
<https://intranet.uos.ac.uk/research-mentoring-university-p2-12/>



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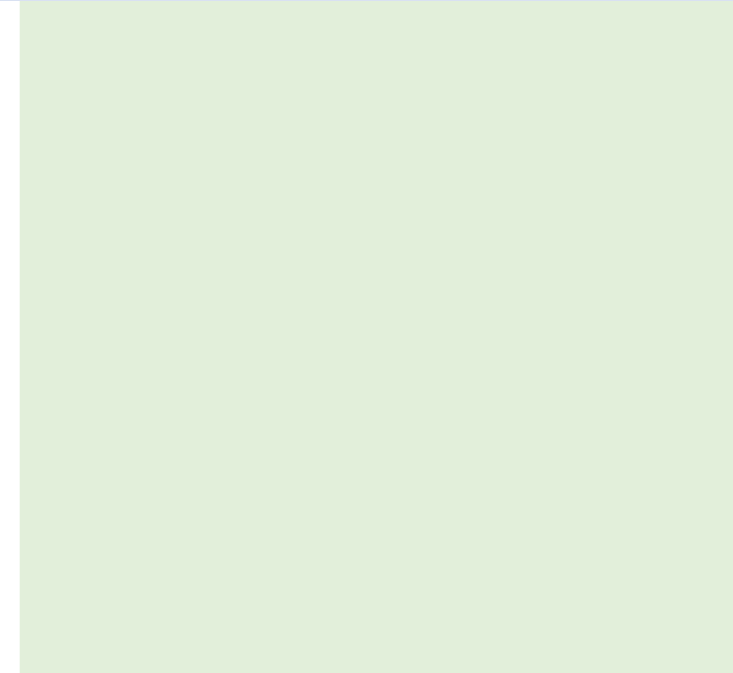
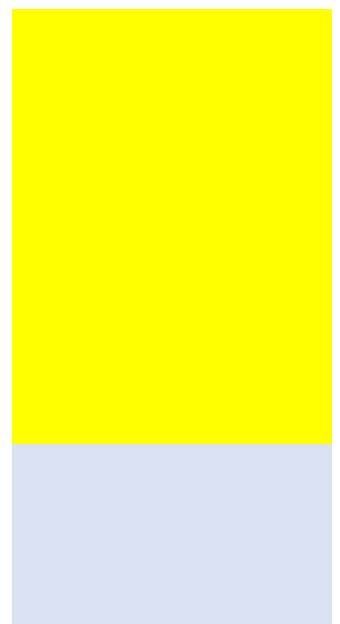
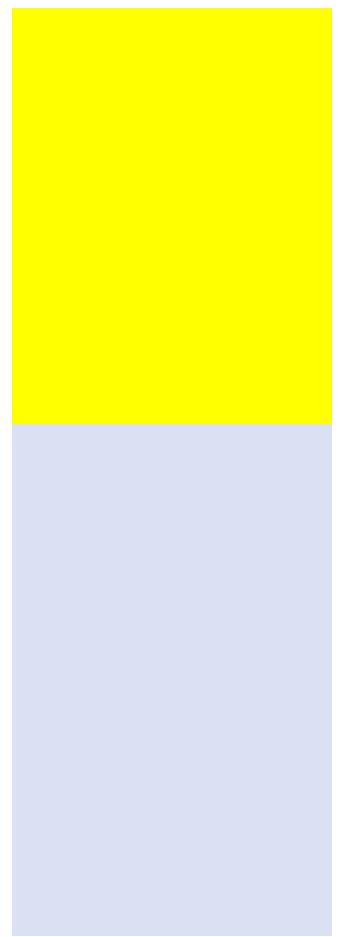
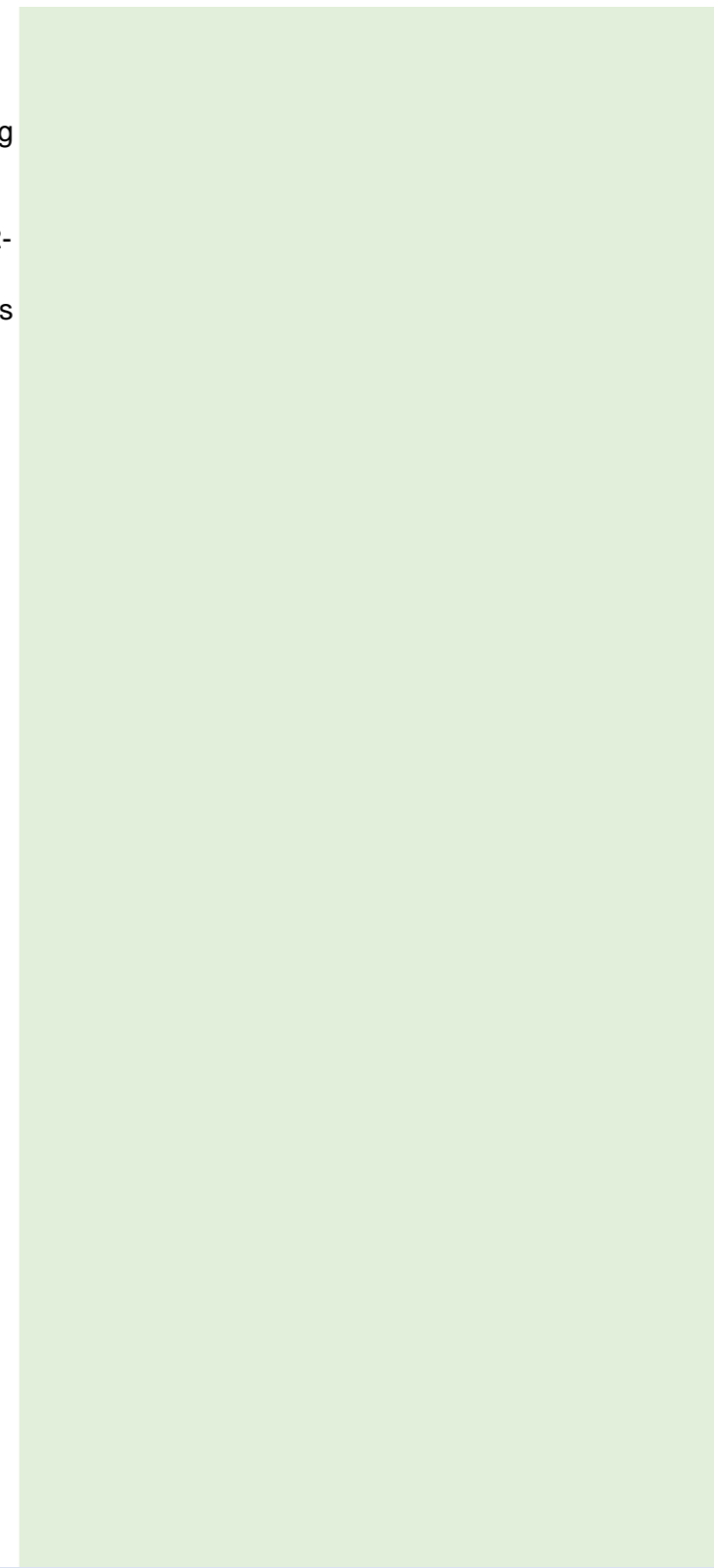
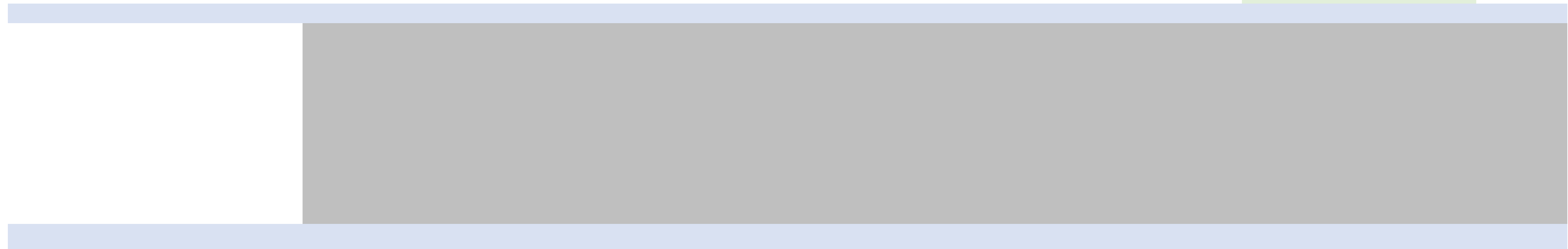
PCDI4 Provide researchers with opportunities and time to develop their research identity and broader leadership skills

Comprehensive RDP in place and access to external opportunities through Advance HE, ARMA, Vitae and UKRIO

Monitoring of engagement, feedback and Actus May 2023
1) Mentoring training programme
2) Research Development Programme
3) WAM – 200 hours; Suffolk Academic Pathway

Head of Research Development

1) Research Mentoring training programme
Training mentoring resources are available at: <https://intranet.uos.ac.uk/research-mentoring-university-suffolk>
100% staff on research contracts, ECRS, academic staff on learning and teaching contracts are confirmed either as mentors or mentees or both – across all our schools and research institutes
Mentoring programme evaluation has been completed following 1-2-1 meetings with staff with significant responsibility for research
2) Researcher Development Programme workshops are available as



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PCDM2 Support researchers in exploring and preparing for a diversity of careers, for example, through the use of mentors and careers professionals, training, and secondments

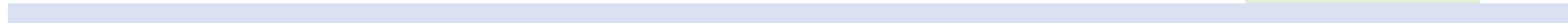
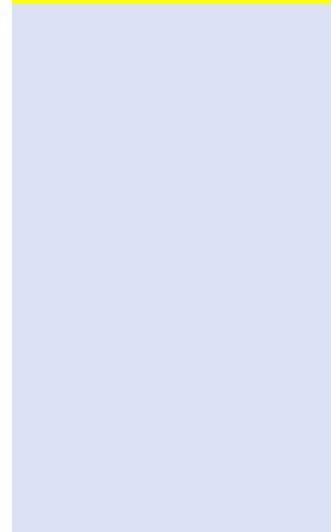
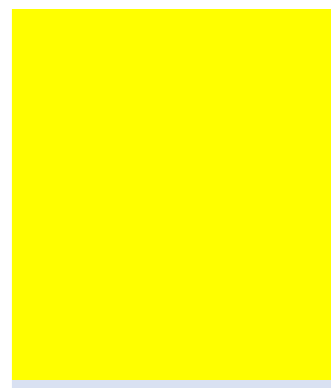
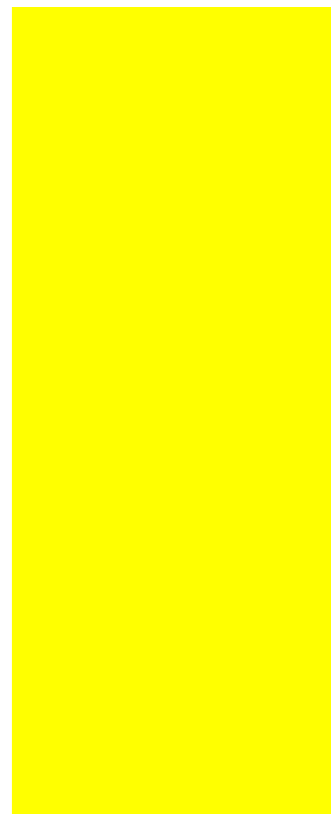
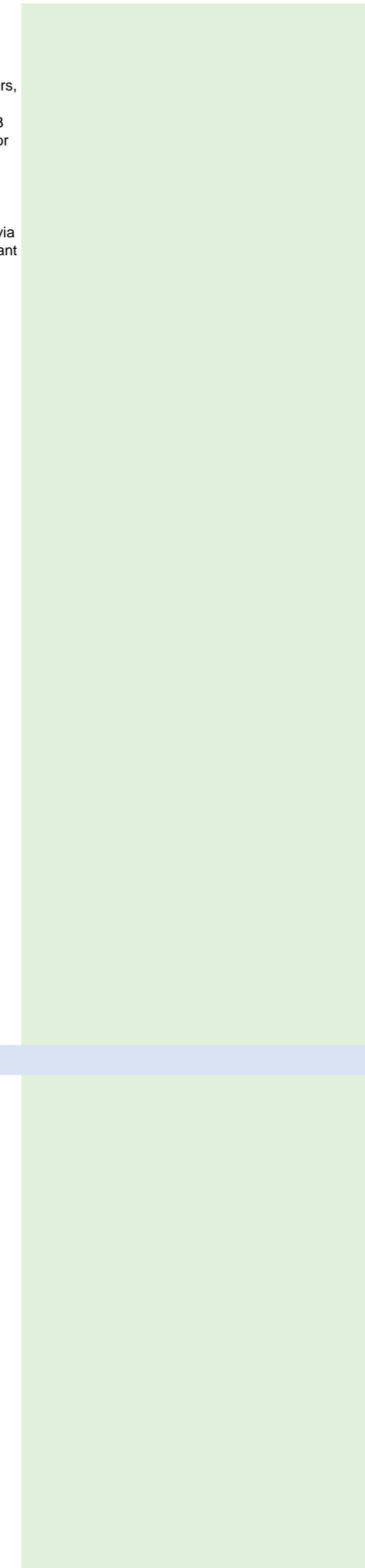
- 1) Introduce Mentoring system (as outlined in ECR1)
- 2) Provide comprehensive RDP
- 3) Provide opportunities for potential secondments

- 1) Mentoring system and evaluation through focus groups
- 2) Attendance and feedback data
- 3) Monitor use of secondments

- 1) March 2023
- 2) May 2023

Head of Research Development
Associate Deans for Research and KE
Research Institutes Directors

- 1) Research Mentoring training programme
Training mentoring resources are available at:
<https://intranet.uos.ac.uk/research-mentoring-university-suffolk>
100% staff on research contracts only, ECRs, academic staff on learning, teaching, and research contracts, acting either as mentors, mentees, or both – across all schools and research institutes
Evaluation of the mentoring programme was completed May 2023 following 1-2-1 meetings with staff with significant responsibility for research.
- 2) Research Development Programme
Researcher Development Programme workshops available as an online brochure, website, as well as Brightspace, and distributed via Infozone. The programme evaluation report was reported at relevant committees (RMG and Research & Enterprise Committee during May/June 2023)
50% staff on research contracts only, ECRs, academic staff on learning, teaching, research contracts have attended the training
- 3) There are currently two secondments at UoS



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PCDR3	Maintain an up-to-date professional career development plan and build a portfolio of evidence demonstrating their experience, that can be used to support job applications	Training on use of Actus	Monitor engagement with Actus Staff research training needs audit	June 2023	Head of Research Development Associate Deans for Research and KE Research Institutes Directors	Associate Deans for Research and Knowledge Exchange to confirm 100% staff members (SRRs) have research plans in place by June 2024. School of Engineering, Arts, Science and Technology has a higher percentage of SRRs who have research plans in place (87%) compared to Social Sciences and Humanities(76%) and Health Sports and Science (64%). These percentages alone do not provide a comprehensive assessment of the overall research quality or impact within each school. However, they do suggest that EAST has a higher proportion of staff members who have actively formulated and planned their research plans.	Staff with significant responsibility for research maintain an up-to-date professional career development plan and build a portfolio of evidence demonstrating their experience, that can be used to support job applications via their research plans.	P3.10
PCDR4	Positively engage in career development reviews with their managers	Annual staff appraisals based on new guidance	Monitor engagement with Actus Staff research training needs audit	March 2023	School Deans Associate Deans of Research Directors of Research Institutes Head of Research Development	Guidance was fully reviewed and updated in time for 21/22 end of academic year appraisal census date Full communications and signposting were provided to all staff, and link is maintained on the organisation induction pages so the probation process, which is managed and recorded on Actus, begins as part of the induction procedure As we moved to a new performance management system for 23/24, full comms and guidance were compiled and cascaded to all staff and line managers in time for the implementation date	There is clear success evidence of a positive engagement in career development reviews - evidenced by the 1-2-1 conversations Head of Research Development led on.	P5.5
PCDR5	Seek out and engage with opportunities to develop their research identity and broader leadership skills	Comprehensive RDP in place and access to external opportunities through Advance HE, ARMA, Vitae and UKRIO	Monitoring of engagement, feedback and Actus Staff research training needs audit	March 2023	Head Research and Development	Training opportunities -Research leadership, Advance HE (43 staff with significant responsibility attended the training Feb-March 23) Membership of UKRIO, ARMA, Vitae and Advance HE Researcher Development Programme workshops – available as an online brochure, website, as well as on Brightspace, and distributed via Infozone Programme evaluation report and feedback was reported at relevant committees May/June 2023-Research Management Group and Research and Enterprise Committee.		