UNIVERSITY OF DUNDEE
CAREER DEVELOPMENT FOR RESEARCH STAFF

A meeting of the Steering Group was held on Tuesday 4 June 2019

Present: Professor John Rowan (Convenor), Dr Clive Randall, Dr Lisa Anderson, Ms Joan Robertson, Mrs Gillian Jones, Dr Maithili Shroff, Dr Jennifer Rao-Williams

Apologies: Mr Ajit Trivedi, Dr Sandra Oza, Mrs Wendy Marlow, Dr Lynsay Pickering, Dr Shona Johnston

In Attendance: Miss Julie Begg

1. Welcome
The Convenor welcomed members to the Steering Group meeting. As new members, Dr Maithili Shroff and Dr Jennifer Rao-Williams were invited to introduce themselves to the group. Dr Shroff is a post-doc representative from the School of Life Sciences and Dr Rao-Williams was recently appointed the role of Researcher Enhancement Officer, within Organisational and Professional Development. Dr Rao-Williams will be working on the HR for Excellence in Research external review over the summer months.

2. HR for Excellence in Research external review
Dr Anderson informed the Steering Group that the following work will need to be completed for the review:
- A look back at the 2017/19 action plan
- To produce a forward facing action plan for 2019/21
- Produce a 4 page report outlining the process used to produce the action plans.

The timeline for submission is as follows:
- Mid-August submit one month ahead of deadline to get feedback from Vitae
- 19 September 2019 - Formal submission date
- Between 11 November – 6 December 2019 an institutional phone call will be held
- 20 December 2019 – Deadline for reviewers to send recommendations to Vitae
- 4 February 2020 – Vitae provide feedback on submission (Yes/No/or yes with changes)
- 20 February 2020 – Deadline for institutions to provide final submission
- 25 February 2020 – Formal acknowledgement from Vitae
- 29 February 2020 – Press release

It was noted that Dr Rao-Williams hopes to meet with key stakeholders, as soon as possible in order to start the review work. It was suggested that Dr Rao-Williams should meet with Tommy Melville in recruitment, in addition to meeting with Deans and School Managers. It is important to raise the profile of CDRS and ensure school executives are aware of the work being done in this space.
The Convenor highlighted that it is important to provide evidence of engaging with the research community, and the outcomes as this will also be beneficial for the National Co-ordinating Centre for Public Engagement (NCCPE) Watermark application. Dr Anderson noted the team are considering the option of producing a case study as Vitae welcome case studies to show the impact of institutions work with the research community.

**Action:** Dr Rao-Williams to meet key stakeholders.

Following discussion, the steering group agreed it would be beneficial to organise half-day workshops focusing on Equality Impact Assessments (EIAs) for research staff. The idea being to provide training and raise awareness of ED&I.

**Action:** Joan Robertson to organise workshop.

The importance of OSAR completion was highlighted as the steering group worry not all post-docs receive an OSAR, when it should be a professional commitment to staff. The Convenor stressed it is important to ensure the university reaches the target to complete 100% of OSARs.

It was noted that it would be a good idea for Dr Rao-Williams to speak with Athena Swan coordinators to ask how they have engaged with their research communities.

**Action:** Dr Rao-Williams to meet with Athena Swan coordinators.