UNIVERSITY OF DUNDEE
CAREER DEVELOPMENT FOR RESEARCH STAFF

A meeting of the Steering Group was held on 6th September 2018.

Present: Professor John Rowan (Convener), Dr Lisa Anderson, Mrs Wendy Marlow, Dr Sandra Oza, Dr Clive Randall, Ms Joan Robertson

Apologies: Dr Shona Johnston, Mrs Gillian Jones, Dr Lynsay Pickering, SLSRSA Chair, Mr Ajit Trivedi

In Attendance: Miss Nicky Millar

1. Welcome
   The Convenor welcomed the Steering Group members, noting apologies received.

2. Minutes of the meeting held on 26th April 2018
   The Steering Group approved the minutes of the meeting held on 26th April 2018.

3. Matters Arising
   With regards to the proposed University wide postdoctoral networking event, the Convener noted that this event was still to take place and recommended that it be held towards the end of October 2018 in the Global Room, advertised as an informal coffee morning.

   **Action:** VPR Office to organise University wide postdoctoral networking event.

   A discussion took place regarding the HR Excellence in Research Award. OPD colleagues informed the group that the action plan had been streamlined into a workable document, with three key actions for OPD to complete. It was noted that HR and Equality & Diversity actions were still to be identified and completed. The Equality & Diversity Officer agreed to look through the full action plan document and identify three/four key points in order to mirror the OPD shorter, more manageable document.

   **Action:** Equality and Diversity Officer to identify three/four key actions ahead of the next meeting, for inclusion in the streamlined action plan.

   The School of Life Sciences HR Officer agreed to speak to the HR Manager (Operations) with regards to producing three/four actions, in a similar style to OPD and Equality & Diversity. In order to produce this, the HR Officer requested sight of the requested actions received from Vitae.

   **Action:** School of Life Sciences HR Officer, in collaboration with the HR Manager (Operations), to identify three/four key actions ahead of the next meeting, for inclusion in the streamlined action plan.

   **Action:** OPD colleagues to share with HR the communication from Vitae regarding the requested actions.

   Following discussion, members queried whether details of researcher development, and the

---

1 Minutes subject to approval at the next meeting of the Career Development for Research Staff Steering Group.
HR Excellence in Research Award, were visible on the University webpages. The Researcher Development and Projects Officer agreed to investigate whether information was internally and externally facing, and report back.

**Action:** Researcher Development and Projects Officer to investigate whether researcher development information was available on the University webpages.

The Convener noted that a large digital piece of work around the research webpages was required. The Web team have this on their radar and through a programme of design sprints are looking to improve areas, such as research, for the new University website.

4. **Verbal Update from Members**

The Convener welcomed comments and updates from members in turn. The School of Life Sciences HR Officer confirmed that once three/four actions from each of the relevant areas have been identified, the HR Officer would be happy to take a working document to the School of Life Sciences to ensure it has utility, noting that the identified actions may not all be research related priorities.

The Equality & Diversity Officer noted the importance of the REF environment templates where we will demonstrate the research culture, the mentorship of postdocs, PhD students and ECR and detail how we support and promote staff. The Research Policy Manager agreed to share the environment statement section of the draft REF guidance, in order to help focus member’s minds and ensure we are considering the REF environment statement when producing the HR Excellence in Research action plan.

The Researcher Development and Projects Officer updated the group with regards to the review of the Concordat to Support the Career Development of Researchers; it was confirmed that the newly reviewed Concordat would be published and launched in September 2018. The Researcher Development and Projects Officer agreed to bring the independent review of the Concordat to the next meeting for discussion. The sector consultation on the recommendations would be open until 7th January 2019.

The Research Policy Manager provided an update on REF, confirming that the majority of the post-doc community will not be eligible for submission to the REF. Members discussed mitigating circumstances/individual circumstances noting that should a similar number of applications be received as per REF2014, this would bring back a large burden. It was confirmed that the Code of Practice would be developed with the aim of submitting it to the University Court in February or April 2019 and the UK REF team by June 2019, for approval. Until the Code of Practice is in place outputs cannot be formally selected, but potential outputs can be identified internally. The Research Policy Manager confirmed that REF-specific training would be developed and rolled out.

The Convener updated members on the Doctoral Academy, which stemmed from the need to grow PhD numbers; the Doctoral Academy would provide a focal point for driving the actions required to achieve this. It was noted that institutional buy-in had been achieved with a business plan currently being developed, which would be submitted to UEG in November 2018.

5. **AOB**

No other business was raised.