Prifysgol Aberystwyth University
Research Concordat Implementation Plan for The Academic Year 2010-2011

The Concordat implementation process will be managed by a newly formed Concordat Task Group, as mentioned in 1.1 below

The initial gap analysis was undertaken in the summer of 2010 by Professor Aled Jones (PVC Research and Technology Transfer), Gary Reed (Head of the Research Office), and Ian Archer (Skills Development Officer, Centre for the Development of Staff and Academic Practice, and coordinator of the Research Staff Advisory Group). The gap analysis identified a number of areas for further analysis and improvement, which has resulted in the establishment of a Concordat Task Group (CTG) to undertake further analysis, and to review the Policy Statement For The Recruitment, Management And Development of Research Staff, and the associated Concordat implementation plan on an annual basis.

The initial gap analysis was partly informed by a survey of research staff undertaken by the Centre for Staff Development and Academic Practice in May/June 2010. The response rate was quite low, with the key finding being a need to raise the profile of the Concordat amongst researchers at the University. The full results from the survey will be used to inform the first meeting of CTG.

1. Concordat Monitoring and Review		
AIM	**ACTION**	**Responsibility and progress review date**
1.1 To implement an annual monitoring, review and update of University Concordat and elated policies	Establish a Concordat Task Group (CTG) with representation from the Research Office, Human Resources, the Centre for Development of Staff and Academic Practice, and the and the Research Staff Advisory Group	*Research Office November 2011*

2. RECRUITMENT AND SELECTION		
AIM	**ACTION**	**Responsibility and progress review date**
2.1 To ensure that recruitment and promotion panels are fully trained in order to recruit excellent staff within an open and transparent process	Ensure all staff who are members of recruitment and promotion panels are trained to undertake their responsibilities	*HR Aug 2011*
2.2 To review the researcher probation process to ensure monitoring in line with other staff.	Establish a project team to review the current processes.	*CTG June 2011*
2.3 To improve support to PIs, by arranging an awarded project meeting to review their requirements and the support needed; including providing recruitment and selection support e.g. researcher recruitment pack, including a job description template	Research Office to establish formal awarded project meetings from January 2011	*Research Office January 2011*

3. RECOGNITION AND VALUE		
AIM	**ACTION**	**Responsibility and progress review date**
3.1 Ensure the University includes all research staff within its Performance Management programme plans.	Research Staff to be included in the planning process for the performance management programme	*HR / CDSAP November 2011*
3.2 Review Fixed Term Contract Policy to ensure this complies with the Concordat.	Review Fixed Term Contract Policy	*HR July 2011*
3.3 Ensure that there is effective communication between the University and the research community	Newly formed Research Office to establish events and communications to encourage a supportive research culture, specifically: - Continue with Aber Research News publication - Establishment of a monthly research café for researchers and early career academics - Continuing the research staff forum, with attendance by the new Head of the Research Office. - Researchers to be encouraged to engage with the recently appointed Faculty Research Support Officers	*Research Office On-going*
3.4 To ensure all PIs and line managers are aware of the Concordat and its aims and commitments.	Concordat to be included in the newly awarded project meetings with PIs, see point 2.3 above. Information to be included in the Aber Research News publication.	*Research Office February 2011*

4. SUPPORT AND CAREER DEVELOPMENT		
AIM	**ACTION**	**Responsibility and progress review date**
4.1 To review the CPD framework for researchers, and develop additional provision if appropriate. academic development that will provide a career development route for all academic roles	CTG project group to undertake review	*CTG March 2011*
4.2 Ensure effective induction for all research staff	Ensure new research staff attend the University's induction process and through the Research Office develop a Researcher Induction Programme to compliment the Research Cafe.	*Research Office August 2011*
4.3 To ensure Researchers are aware of Vitae training opportunities.	Continue posting opportunities on the weekly notice board, Research Web Pages, CDSAP and communicating to the email groups.	

5. RESEARCHER RESPONSIBILITIES		
AIM	**ACTION**	**Responsibility and progress review date**
5.1 The University's expectations are clearly communicated and that researchers are aware of their responsibilities	Build on developed activities such as the Research Staff Forum, Aber Research News, Research Cafes and engagement with Faculty Research Support Officers.	*Research Office ongoing*
5.2 Improve consultation with research staff	Review survey undertaken in Spring 2010 and identify outcomes and actions.	*CTG January 2011*

6. DIVERSITY AND EQUALITY		
AIM	**ACTION**	**Responsibility and progress review date**
6.1 Ensure that diversity and equality is promoted in all aspects of the recruitment and career management of researchers in the University	Audit of compulsory equality training to ensure all line managers and potential PIs have completed.	*HR December 2010*
	Consider the impact of the change of the normal retirement age on grant applications and employment beyond normal retirement age to ensure fair decisions	*HR On-going*

7. IMPLEMENTATION AND REVIEW		
AIM	**ACTION**	**Responsibility and progress review date**
7.1 Implement and monitor progress of the Concordat Action Plan with relevant stakeholders	▪ Establishment of CTG ▪ Review progress against the action plan every year.	*Research Office Oct 2010 CTG Annually from Jan 2011*