

University of East Anglia

University Code for Research Staff

This Code provides a set of principles and aspirations for the employment and treatment of research staff at the UEA to ensure that the needs of both the University and this group of staff are met in keeping with their vital role in maintaining and developing the research reputation of the University.

1) Accountability

- The Principal Investigator (PI) is normally responsible for first line management, and all issues should be raised with him/her in the first instance.
- The Head of School (HoS) is responsible for the overall management of the School, and any queries which cannot be resolved by the first line manager should be raised with the HoS.
- The PI will discuss and set clear objectives at the start of the contract, to be reviewed at least annually.
- The University provides additional support from the Careers Service, Human Resources Division and CSED.
- Each School will have a Research Staff Coordinator (RSC) who will be able to provide advice and support, and will meet with individual researchers as part of their induction. The RSC will also act as a point of contact for researchers wishing to raise issues within a School.

2) Contracts

The nature of research funding is such that it is normally fixed-term, requiring particular expertise for the duration of the funding or project. This has inevitable consequences for the employment of research staff.

- The University reviews all employment contracts dependent on fixed-term funding six months before funding is due to expire.
- The PI or HoS will meet with the researcher at least four months before the end of fixed-term funding to explore whether other opportunities for funding or suitable employment are available.
- Researchers and Schools should work together to explore and apply for other sources of funding.
- Queries about employment contracts should be directed to the relevant Human Resources Manager.
- Where further funding is available, associated contract extensions should normally be for the full term of that funding.
- The University monitors redundancy procedures to ensure that every effort has been made to avoid losing staff.
- Specific information relating to the above processes can be found from the HRD website.

3) Status of researchers

- School and Faculties should ensure that research staff are appropriately consulted, adequately represented at all levels of decision making and suitably resourced, appropriate to their status as critical contributors to the research success of the University.
- Research staff should participate in the life of the University and, as they become more experienced, be willing to contribute to more activities within their Schools. Schools should, in turn, recognise and acknowledge these contributions.
- Researchers will be made aware of and may apply for promotion or special increments/discretionary awards to be considered by the School and Faculty Promotions Committees.

4) Support for researchers in developing and submitting grant proposals

- Researchers should seek out opportunities for funding. Schools and Faculties should encourage and support researchers in preparing and submitting grant applications, including publicising funding opportunities to research staff.
- Additional support and information on funding opportunities may be available from the Faculty Research Offices and the Research and Business Services Division.
- Wherever possible, if a grant is submitted with a named researcher, that researcher should be named as a co-applicant.
- Researchers should be given credit for their work and, where funding bodies permit, be allowed to submit grants as either principal investigators or co-investigators.
- The University should make representations to funding bodies to allow research staff to apply for funding as either principal or co-investigators wherever possible.

5) Teaching and Knowledge Transfer

- While the primary role of researchers is to undertake research as part of their career development, some staff may wish to take on appropriate additional activities such as teaching, outreach, further training or additional knowledge transfer activities outside the remit of their research project. Where they wish to, researchers should also be given every opportunity to participate in such activities.
- Any such activities must be appropriate to any external funding conditions which may set limits or expectations on the time which may be spent in undertaking of teaching, further training, outreach and other knowledge transfer activities.
- The University should recognise additional duties undertaken by research staff and continue to develop an appropriate and transparent recognition system for these contributions.

- Schools should have clear policies on how research staff can contribute to teaching and other activities.

6) Career development

- Where research staff wish to develop their skills by, for example, supervising students and other staff and taking on other responsibilities, Schools will facilitate and support these activities where appropriate.
- Schools will facilitate and support research staff in developing research proposals.
- Researchers should actively seek out appropriate activities for their personal and professional development. The University will widen the range of opportunities for training and development of research staff.
- PIs and line managers should ensure that they regularly discuss career development and future prospects with researchers. Every member of University staff is entitled to an appraisal/review.
- The University's Careers Centre provides specific support for research staff seeking to develop their careers.
- Researchers who wish to remain at the University should also take steps to monitor potential vacancies and consider how best to avail themselves of these opportunities. Individuals within six months of the end of their current funding will be eligible to join the University's Redeployment Register.
- Information regarding opportunities for employment within the University is advertised at <http://www.uea.ac.uk/hr/jobs>.

7) Implementation

- The University will regularly monitor levels of compliance with the Research Staff Guidelines. Within Schools, Research Staff Co-ordinators will consult researchers and report on implementation of the Code via the School's research committees (where they exist) and Associate Deans of Research. The ADRs will then report back to the Research Executive.
- This code will also be reviewed annually to ensure that it continues to meet the needs of the University and its research staff.

Induction for Researchers

It is the responsibility of the Head of School to ensure that all research staff are properly inducted into the School. The Research Staff Coordinator should liaise with the relevant PI(s) and support staff to determine the induction timetable. Induction should include:

Pre-start arrangements: computer, desk, office space, lab facilities (if appropriate), email registration, allocation of 'peer-mentor'.

Weeks 1-4: Meetings with:-

PI – discussion of University Code for Research Staff; raise awareness of CSED Introductory Conferences for New Staff, CSED Guidelines on Induction (<http://www.uea.ac.uk/csed/resources/inductguide.pdf>) ;

Peer Mentor (e.g. established member of research staff), who gives introduction to School, facilities. etc.;

Research Staff Coordinator, who provides information on support available in School and raises awareness of Researchers' Working Group, ResNet, Researchers Fora, etc, Research Administrator/Manager (Faculty);

School Research Director;

Safety Officer (where appropriate);

Laboratory Manager (or equivalent, where appropriate; special facility manager, where appropriate);

School or Group Secretary (where appropriate);

Note: There are circumstances where some aspects of this Code should be interpreted with an eye to local conditions. In ideal circumstances, a Research Staff Coordinator would not directly line manage research staff in his/her School. However, this may not always be appropriate, especially in small Schools where there is a small number of research staff. It may be more appropriate in such circumstances for arrangements to be made at Faculty level. Conversely, in bigger Schools with a large number of research staff it may still be the case that a PI is the best person for the position of a Research Staff Coordinator. In these circumstances, the School should consider how it best ensures that the interests of none of its research staff are compromised.