

CONCORDAT FOR RESEARCH STAFF

DEPARTMENT OF CHEMISTRY

It is widely acknowledged that, in addition to advanced research training, the acquisition of further skills and training for **research staff** is essential towards securing **future employment**. One of the primary ways of obtaining some of these skills is through taking part in departmental activities of interest and taking charge of one's professional development based on personal career aspirations. The direct involvement of research staff in research, teaching and service tasks would have **mutual benefits** to both the researcher and the department, we are committed to creating and fostering a positive environment, in which researchers play an integral role and are able to reach their potential. We aim to ensure that all research staff, both on permanent and fixed-term contracts, are regularly kept informed about, and are able to readily participate in, activities and professional development opportunities taking place both internally and externally. This **Concordat for Research Staff** briefly sets out some of the expectations between the researcher and the department in relation to **research, teaching and administration**, identifies the key routes through which staff can make a direct contribution to the department, and lays out the opportunities for **professional development** and ways of accessing it.

We believe that research staff should be able to take part in activities outside of their direct research project, but provided that this is permitted **both** by the rules of the **funding body** of the research **and** the **PI**, so that any additional tasks do not have too negative an impact on the primary research project(s). Therefore, it is at the discretion of the PI to decide how much time you should allocate to these tasks, and the department expects that a dialogue is held between the researcher and the PI in all cases prior to undertaking such activities.

In order to have the best start to your researcher post at Lancaster, make sure that you complete the **departmental Induction Checklist** (available on the departmental website) within three months of your start date, which in itself will give you some insight into the opportunities available to you within the department and the wider University.

Research

- The department holds an annual **Research Staff Conference**, aimed at giving an opportunity for our researcher community to showcase their work to other researchers, academics and students in the department. Exact details will be disseminated annually.
- The department runs an annual **Researchers' Support Forum** with a number of invited speakers to covers topics such as how to write a successful Fellowship application, how to successfully make a transition to a first academic post, alternative career paths for researchers and others. Exact details will be disseminated annually.

- The **Northern Postdoctoral Researchers Meeting** is a one-day free event organised by postdocs for postdocs. It provides postdoctoral researchers from northern institutions with the opportunity to showcase their research in a joint interest meeting. Alongside talks from postdoctoral researchers, there are career panel discussions, brief presentations on researcher forums and networks, as well as networking and poster sessions. <http://www.nprm.co.uk>
- Would you like to incorporate the principles of your research into outreach activities? Such activities require enthusiastic engagement, which is highly rewarding and can teach you skills how to communicate science to the general public of all ages. Outreach work of this type an important impact activity as part of the **Research Excellent Framework (REF)**, and therefore a great addition to your CV, particularly if you are interested in pursuing an academic career. Contact Dr John Hardy as one of our Impact Champions for more details.
- As an expert in their field, your PI is likely to be asked to **peer-review manuscripts** for scientific journals on a regular basis. Enquire with your PI whether you could make a contribution to the peer-review process. For more senior staff, consider whether the PI could recommend you to a journal editor as an expert in that field of research, which would enable you to become an independent reviewer?
- Join the **Royal Society of Chemistry (RSC)**. You will be able to take part in local area activities and apply for funding and training, such as travel grants and conference bursaries. The RSC also provides numerous opportunities for networking, career support and continued professional development. You are strongly encouraged to consider applying for the Chartered Chemist (CChem) status. <http://www.rsc.org/>
- Join the **Society of Chemical Industry (SCI)**, which offers scientists and engineers in the early stages of their careers a range of options to share knowledge and experience with others across the UK and beyond. SCI offers travel bursaries, scholarships and grants to Early Career Scientists to enable them to attend or present at conferences and events in the UK and overseas. <http://www.soci.org/>

Teaching

Before undertaking teaching duties, you are responsible for checking with your funding source, e.g. a research council or industrial partner, how much teaching you are allowed to undertake. In the absence of such rules, the department recommends that, provided that teaching is related to the research project on which you are currently working, you may undertake teaching and demonstrating work, including associated training, preparatory, marking and examination duties, for up to an average of 4 hours a week (pro rata for part-time staff).

- If you wish to gain further teaching experience, you may be interested in taking up a limited amount of **marking** of undergraduate Year 1 practical scripts, coursework assignments or examination questions. Express your interest to your PI in the first instance. You will need to have completed the **Introduction to Teaching at Lancaster** workshop prior to undertaking such activities.

- If you wish to gain further teaching experience, you may be interested in taking up a limited amount of undergraduate **laboratory demonstrating**. Express your interest to your PI in the first instance. You will need to have completed the **Introduction to Teaching at Lancaster** workshop prior to undertaking demonstrating activities.
- If you wish to gain further teaching experience, you may be interested in taking up a limited amount of **solo teaching** of undergraduate Year 1 **workshops** and **seminars**. You are allowed to teach these sessions for Years 2-4, but the teaching staff responsible for those sessions must be present, either co-teaching or observing you. For researchers with several years of teaching experience, solo teaching at all levels is allowed pending approval by the Faculty. Express your interest to your PI in the first instance. You will need to have completed the **Introduction to Teaching at Lancaster** workshop prior to undertaking such teaching activities.
- With the **Teaching Excellence Framework (TEF)** being soon introduced as one of the measures of teaching quality, it is likely that impact activities, analogous to those in REF will be involved. The details regarding this are constantly emerging. Please contact John Hardy for further information.
- If you are interested in further developing your teaching methods and approaches, you are encouraged to formally **observe** the teaching of other staff members and engage in **reflective dialogue**. This could be a lecture, a workshop or a practical class. If you have a particular colleague or topic you wish to observe in mind, then simply contact the relevant member of teaching staff.

Departmental Administration

- If you are keen on pursuing an academic career, you may be interested to **shadow** a member of staff undertaking a particular **departmental administrative role**, e.g. Directors of Research or Teaching, UG Year Directors, PGR Director, ED&D Officer etc. Simply contact the relevant member of staff.
- If you are keen on pursuing an academic career, you may be interested in **observing** the work a **departmental committee**, finding out more about its remit, goals, actions and outcomes. Express your interest to your PI in the first instance, who will be able to direct you to the appropriate committee chair.

Professional Development – Overview

Organisation and Educational Development (OED) supports the professional and career development of Lancaster staff. OED supports teaching and learning enhancement, leadership and management training, researcher development, job skills development and personal effectiveness in work roles. All of these training opportunities are available free of charge to Lancaster staff, and you are, therefore, strongly encouraged to make use of these opportunities based on personal interests, experience, role and career opportunities.

Professional Development – Researcher Development

- **The Researcher Development Programme** provides a structured development route for research staff, focusing on the demands and experience of everyday research life. It is designed to promote impactful research and to support your development beyond your disciplinary area:
<http://www.lancaster.ac.uk/hr/OED/Research/Research-Support/index.html>
- A variety of **Researcher Development Events for Enhancing Research Potential** are available, specifically designed to support you in your research role and can be accessed on a stand-alone basis, including: Research data management; Sharing qualitative data; Writing successful, high impact grant applications; Enhancing and managing your research networks; Using social media to enhance your research profile; Engaging with the media; Costing grant proposals; Ethical research and research integrity; Introduction to REF impact; Pathways to impact; Presenting with influence and impact; How to publish strategically; Strategic academic career planning and mentoring; Open access publishing; Capturing impact evidence.
<http://www.lancaster.ac.uk/hr/OED/Research/Research-Events/index.html>
- Consider joining the **Research Staff Association**, designed to support research staff across all Faculties and Institutes to develop inspiring, progressive and fulfilling research career experiences, in an environment that maximises academic and research opportunities:
<http://www.lancaster.ac.uk/hr/OED/Research/Research-Support/RSAssociation.html>

Professional Development – Teaching

- If you intend to teach or support student learning at Lancaster, you have to attend the **Introduction to Teaching at Lancaster** workshop:
<http://www.lancaster.ac.uk/hr/OED/ED/ITL/index.html>
- Support for researchers who teach is provided through the Higher Education Academy accredited **Associate Teaching Programme (ATP)**. The ATP is designed to provide a framework for the academic and professional development of those who hold posts, which involve some duties and responsibilities for supporting the development and/or delivery of learning opportunities. Successful completion of the ATP leads to recognition as an **Associate of the Higher Education Academy** – the national body for teaching in HE in the UK, and the title of Associate Lecturer at Lancaster: <http://www.lancaster.ac.uk/hr/OED/ED/ATP/>
- For those interested in educational development, principally focuses on teaching in Higher Education, a number of Sharing Practice Events take place throughout the year:
<http://www.lancaster.ac.uk/hr/OED/CPD/index.html>

Professional Development – Leadership

- If you supervise PhD students or are in need of a reminder about how to maximise the effectiveness of your supervisory relationship, consider the **Enhancing PGR Supervision** workshop:
<http://www.lancaster.ac.uk/hr/OED/ED/PhD-Workshop/>
- Staff who are interested in progressing to a **management** or **supervisory role** in the short term and want to understand the role expectations, as well as staff who are new to staff management and have not had any previous management development, may undertake the **Stepping into Management Course**:
<http://www.lancaster.ac.uk/hr/OED/LeadershipPathways/SteppingIntoManagement/index.html>
- **MANAGER@Lancaster** is designed for staff with **operational line management** responsibilities. MANAGER@Lancaster is an ILM (Institute of Leadership and Management) accredited programme that offers high quality support to enable managers to develop the knowledge, skills and behaviours required to build and develop high-performing teams:
<http://www.lancaster.ac.uk/hr/OED/LeadershipPathways/MANAGER@Lancaster/index.html>
- For research staff with leadership responsibilities, consider the **LEADER@Lancaster** programme, which is accredited by the ILM (Institute of Leadership and Management):
<http://www.lancaster.ac.uk/hr/OED/LeadershipPathways/LEADER@Lancaster/index.html>
- If you are responsible for leading and managing projects, consider the **Project Management** workshop:
<http://www.lancaster.ac.uk/hr/OED/LeadershipPathways/Projectmanagement/index.html>
- Did you know you could be a **mentor** to **PhD students** in the department? This is an informal scheme, which enables PhD students to meet with you to discuss any aspects of PhD life. If you are keen to become a volunteer, please contact Carol Cook, the PGR Administrator, to express your interest.

Careers for Research Staff

- Although primarily serving students, the **Lancaster University Careers Service** can offer career advice to research staff. All you have to do is drop an e-mail to one of the careers advisors and they will arrange a meeting. The resources available to you resources and relevant contact details can be found here:
<http://www.lancaster.ac.uk/careers/staff/>