# Guidance for the Researcher Annual Professional Development Allowance of 10 days.

Researchers are expected to take ownership of their career, identifying opportunities to work towards their career goals and cultivate their independence. This includes engaging in a minimum of **10 days professional development (pro rata) per year** as stated in Vitae’s [Concordat to Support the Career Development of Researchers](https://researcherdevelopmentconcordat.ac.uk/) and the University’s [Code of Practice](https://www.lancaster.ac.uk/research/researcher-development/code-of-practice/).

Development needs (and the activities associated with them) vary with career stages. Therefore, individuals are encouraged to choose the activities most relevant to their current situation with input from and the agreement of their PI. Development activities might take place in a university setting, but importantly do not have to. Research staff are encouraged to explore a range of career options.

Professional Development takes a variety of forms, many of which are represented below. It is important to note that an activity would only count as development if it **does not form a normal part of your job description** i.e. teaching would only be a development activity if teaching (or that particular form/course/audience) is not a job requirement. This is to ensure fairness and transparency over the fact that development is about adding value to the status quo of your role.

## Resources

This guidance is not exhaustive and is used purely to provide an indication of the range of development opportunities open to you. To help you navigate we have used a similar structure to the Royal Societies ‘[Resume for Researchers’](https://royalsociety.org/topics-policy/projects/research-culture/tools-for-support/resume-for-researchers/) .

Please work with your mentor to create your own PDP ([Professional Development Plan](https://www.lancaster.ac.uk/staff-development/)). Discuss your options with your line manager during your PDR ([Performance Development Review](https://www.lancaster.ac.uk/pdr/)) meetings, they may have useful contacts and ideas to help you along your career trajectory.

## How have you contributed to the generation of knowledge?

As well as looking at the research you are doing as part of your role, consider developing your independent research identity and broader leadership skills

**For example:**

* Time to pursue independent research
* Consultancy
* Visits to other research centres or groups
* Organising seminars and networking events
* Attending/speaking at conferences, cultural/research festivals or local events
* Placements at industry or policy organisations
* [Teaching](https://www.lancaster.ac.uk/od-and-ed/educational-development/) or other relevant activities
* Outreach or widening participation activities bringing research into schools
* Peer review papers and grants
* Join the editorial board of a journal
* Attending [Research Leadership](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#research-leadership-488397-13) programmes
* Attend a [writing retreat](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#writing-retreat--488397-17)

## How have you contributed to the development of individuals?

Think about how you support others and what development activity will help you do this, it could include, mentoring, teaching or supervising for example.

* Become a [mentor](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#good-practice-in-mentoring-for-academic-development--488397-4) or [supervisor](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#phd-supervision--488397-8) for PhD or Doctoral Students
* Provide training and development in an area of expertise e.g. Research Methods to peers
* Participate in [Project Management](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#project-management-for-researchers-488397-10) training workshops
* Perhaps undertake a certificated [teaching programme](https://www.lancaster.ac.uk/od-and-ed/educational-development/)

## How have you contributed to the wider research community?

By contributing to policy developments aimed at creating a more positive research environment and culture within our institution and the wider community**.**

**For example:**

* Participate in departmental, faculty and wider university research governance, e.g. Research Committees, Athena Swan etc
* Join other researchers in the [**Research Staff Association**](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/research-staff-association/) (RSA).
* Become an active member of a [**support group**](https://www.lancaster.ac.uk/edi/networks/) e.g. LGBGT, parenting group, women’s network etc
* Join a University [Research Ethics Committee](https://www.lancaster.ac.uk/research/research-services/)
* Engaging with think tanks and related organisations
* Parliamentary visits etc.
* [Knowledge exchange](https://www.lancaster.ac.uk/news/lancaster-success-for-knowledge-exchange) activities
* Shadowing (or jointly working on) grant application development and submission, and explore a variety of future [grant and funding options](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#-research-funding-488397-14)

## How have you contributed to broader society

This could include Participating in university-wide projects and events beyond research-related activities

**For example:**

* Talk to department engagement teams about opportunities to work with local schools
* Volunteer to help at external events such as Light Up Lancaster
* Volunteer to help at internal events such as Graduation ceremonies, college activities, open days etc.
* Get involved with Green Lancaster initiatives
* Engagement with [networks](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#networks-and-resources--488397-7) and activities that enhance broader leadership skills, e.g. LGBTQ, parents and Carers etc. Local school PTA

## 5. What are you doing to support your own career development

### Explore careers both inside and outside academia

**For example:**

* [Prosper](https://www.liverpool.ac.uk/prosperproject) – for those wishing to explore external options
* [Careers workshops](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#managing-my-career--488397-6) – at all career stages
* [Careers microsite](https://www.lancaster.ac.uk/staff-development/career-management/) – self help guides
* [Coaching and mentoring](https://www.lancaster.ac.uk/od-and-ed/od/professional-services-learning-and-development/coaching-and-mentoring/mentoring/) – one to one opportunity to help you explore your options
* Secondments and job shadowing
* [Mid-career mentoring](https://mcrmentoringprogrammenw.wordpress.com/) – opportunity to source an external academic mentor or become a mentor yourself for someone from another University

### Maintaining your Development Portfolio

**For example:**

* Undertake a skills review and pursue relevant training
* On-the-job reflective practice, including reflections on career planning and performance/development reviews
* Undertaking activities that are mapped against development frameworks such as the RDF, UKPSF, UKCGE’s Good Supervisory Practice Framework and receiving professional recognition e.g. [PhD supervision workshops](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#phd-supervision--488397-8) and [teaching support qualifications](https://www.lancaster.ac.uk/od-and-ed/educational-development/)
* Keep your [social media](https://www.lancaster.ac.uk/od-and-ed/od/academic-and-researcher-learning-and-development/#social-media-training-for-scholarly-communications-488397-16) presence fresh
* Online courses/curated content
* Web-based online learning and development
* Articles for career development such as from Vitae, or on general areas of science
* Career-development books
* Keep up to date with development activities both within the University from POED and the library and your own faculties.
* Peer observations of practice
* Shadowing a colleague
* Participating in an action learning set