## Faculty of Business and Law Concordat Action Plan

Vadim Grinevich (FBL Concordat Champion, February 2014)

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<th>FBL actions</th>
<th>Responsible</th>
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| 1. Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research. | Increase in the number of research staff learning about available posts via website (soton.ac.uk and/or jobs.ac.uk) rather than word of mouth, i.e. expanding recruitment base. Availability of job specifications and skills requirements for all advertised research posts. Increased proportion of interviews by panels with diverse representation. | Ensure all vacancies, including those to be filled internally, are advertised on the internal and/or external website, as appropriate. Ensure all research staff are provided with:  
- Detailed job descriptions  
- List of research skills required  
Details of personal and/or transferable skills required. Avoid interview panels consisting only of principal investigator or research leader. Ensure interview panels include representation from the wider Faculty. Ensure individuals who are members of interview panels have the opportunity to receive relevant training. | HR, LM        |
| 2. Researchers are recognised and valued by their employing organisation as an essential part of their organisation’s human resources and a key component of the strategy to develop and deliver world-class research. | Perception of equal and fair treatment of research staff on fixed term contracts compared to staff on open ended contracts, with respect to issues including:  
- Terms and conditions of employment  
- Requests for flexible working  
- Opportunities to participate in decision making | The Faculty is to make a direct statement of the value of research and teaching staff on both fixed-term and open ended contracts. The Faculty and its Schools are to establish ‘The Dean’s Award’, which will on annual basis recognise the achievements of both fixed-term and open ended contract staff in the following nominations: | Dean, AD (R), AD (E& SE) |

Legend: HR – Human Resources; LM – Line manager; PDU – Professional Development Unit (Julie Reeves); FCC – Faculty Concordat Champion (Vadim Grinevich); HoS – Head of School; RIS – Research and Innovation Support; AD (R)- Associate Dean for Research; AD (E & SE) Associate Dean for Education and Student Experience; DC – Diversity Champions (Jeremy Howells; Joanne Roberts; Mine Karatas-Ozkan); FEDAG (Faculty Equality and Diversity Advisory Group)
| 3. Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment. | Opportunities for promotion and progression | Leadership in Research  
Leadership in Teaching  
Leadership in Business Engagement  
Leadership in Public and Community Engagement  
Leadership in Academic Administration  
Demonstrate integration of academic staff on fixed-term contracts within Faculty’s academic units and networks. Ensure postdoctoral researchers are represented at relevant academic unit meetings.  
The Faculty is to make a position on permanency and the use of open-ended contracts.  
Ensure research staff on fixed-term contracts has annual formal progress and review meetings (appraisals) to discuss research and personal development.  
Increased satisfaction of academic staff on fixed-term contracts with the induction process.  
Increased number of academic staff on fixed-term contract undertaking professional development training.  
Ensure a mandatory local induction programme is in place for all new academic staff. Provide all new academic staff with the opportunity to participate in Faculty-level and University wide induction programmes.  
Where appropriate provide guidelines and advice for a local and Faculty-level induction programmes.  
Ensure academic staff on fixed-term contract have the opportunity to attend training and professional development programmes delivered within the | HoS, LM  
HoS, LM  
Dean AD (R)  
LM  
PDU  
LM |
### 4. The importance of researchers’ personal development, and lifelong learning, is clearly recognised and promoted at all stages of their career.

| Increased number of academic staff who take on wider activities and responsibilities beyond their immediate research and teaching role, such as managing a budget, acting as a mentor or advisor to colleagues, involvement in institutional committees, knowledge transfer and public engagement. | Ensure academic staff on fixed-term contract have access to training/development and conference budget in line with permanent academic staff. The Faculty is to maintain records of all academic staff participation in professional development activities within and outside the university. | Dean, HoS |
| Increased satisfaction of academic staff with activities and support provided in relation to the development of personal and transferrable skills, provision of career advice and appraisal. | Ensure all academic staff have annual appraisal or Personal Performance Development Review (PPDR). Ensure line managers are provided with the opportunity to undergo PPDR training. Ensure a mentoring programme is in place available to all academic staff. Provide academic staff on fixed-term contract with guidance on fellowship and grant opportunities, international exchange programmes, knowledge exchange and public engagement, with relevant training provided where appropriate. Ensure line managers appreciate that time should be provided for junior academic staff to participate in activities outside their immediate research and teaching activities. | HoS, LM |

### 5. Individual researchers share

| Establishment of staff led research and teaching | Establish and maintain an email list of all fixed-term | FCC, PDU, |

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<th>the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.</th>
<th>networks and forums to identify the needs for career development and training</th>
<th>academic staff and early career lecturers (i.e. within 3 years of appointment).</th>
<th>Provide budget for a calendar of social and academic events bringing together Faculty’s research and teaching community.</th>
<th>Encourage and support establishment of staff led forums to discuss career options, professional and personal development support, conditions of employment, performance management, probation and appraisal procedures, mentoring etc</th>
<th>HR, AD (R) Dean, FCC, HoS, PDU, iSolutions</th>
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<td>6. Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.</td>
<td>Evidence for equal treatment of all academic staff irrespective of age, disability, gender, sexual orientation, race and religion.</td>
<td>Ensure line managers undertake training on diversity and equality.</td>
<td>Ensure flexible arrangements are made for both female and male academic staff to combine family and work, children and career.</td>
<td>Ensure academic staff are given clear instructions and support when dealing with discrimination, bullying and harassment.</td>
<td>LM, PDU, HoS, LM, PDU, DC Chair of FEDAG, FCC, DC</td>
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<td>7. The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and</td>
<td>Increased participation in the Careers in Research Online Survey (CROS)</td>
<td>To publically reference Concordat on all relevant aspects of the Faculty website</td>
<td>Promote participation in CROS</td>
<td>Establish an annual review of progress and</td>
<td>FCC, iSolutions, FCC, Dean</td>
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<td>Annual review to the Faculty Executive Group</td>
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| **sustainability of research careers in the UK.** | implementation of the Concordat via FCC reporting to the Faculty Executive Group. Provide annual update and review of the agreed Faculty’s Concordat Action Plan. | FCC |

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