**Appendix 2:** **Concordat Action Plan Year 1 Progress Summary (October 2021-September 2022)**

**Concordat Principle: Environment & Culture** *Excellent research requires a supportive and inclusive research culture*

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| **Action** | **Responsibility** | **Progress** |
| Raise awareness of the Concordat and stakeholder obligations via creation and signposting of resources, roadshows, inclusion in Research Strategy, Faculty Research Strategies. | REG Chair | * Quarterly updates at University Research Committee.
* Included in University-wide Induction March and May 2022
* REG participation in Induction for Research Staff March and October 2022.
* Dean REP presented at Institute for Advanced Studies Doctoral Committee AY 2021/22 and will present at IAS Executive Committee 2022/23 (date TBC). REG Chair to present at Faculty Committees 2022/23.
* Inclusion in new Induction Guide resource available from Sept 2022 and talking heads video clip resource available on Canvas and signposted in Research Bites blog.
* Concordat action plan was included in the HR Excellence in Research Award 10-year submission in Jan 2022. Award was successfully retained further to external review, and news communicated via Staff Roundup 11 April 2022.
* REG Chair has liaised with Associate Deans for Research and Deputy Principal for Research on inclusion of Concordat in University & Faculty Research strategies.
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| Implementation of the institutional Mental Health Strategy 2021-24 and roll out of mental health and wellbeing development programme of training for line managers. | HR & OD | * University Court approved new strategies for Anti Racism and Race Equality, Mental Health, Gender Based Violence and Corporate Parenting in 2022. Each strategy is overseen by a steering group which includes a range of leads from Faculties and Professional Services. Part of the remit of the leads is to communicate the strategies, initiatives and progress through their teams. Further, the Equality, Diversity and Inclusion Forum (EDIF), which is chaired by the Dean of EDI, meets at least once a semester. This is an open forum, and all staff are welcome to attend and share EDI issues and receive progress updates. The Dean of EDI is also a member of the Research Committee and REG, with EDI matters regularly appearing on the agenda for these meetings.
* As part of the approach to prioritise and raise awareness of positive health and wellbeing, the University re-launched an SQA accredited “First Aid for Mental Health” training programme to ensure managers are effectively trained in wellbeing & mental health.  The programme was suspended during the pandemic as providers were unable to deliver this online.  A further 21 staff participated in the programme, bringing the total of those who have attended the programme to 72. Feedback for this course continues to be positive.
* Mental health awareness development sessions for line managers and staff were launched which covered mental health and wellbeing; triggers and conditions; treatments and recovery; and creating a mentally healthy workplace.
* A programme of First Responder training and Gender Based Violence (GBV) training was also rolled out with an induction module on GBV also being introduced.
* The University implemented the Respect at Study and Work policy in 2021 which outlines mechanisms for reporting incidents on bullying and harassment. There is regular promotion of this in Staff roundup, specifically at the start of the new academic year.
* In addition, a number of staff wellbeing programmes were offered covering topics including mindfulness, personal resilience and positive mindset.
* A mental health and wellbeing session, led by the Dean for Equality, Diversity and Inclusion (Chair of Mental Health and Wellbeing group) was incorporated into the University-wide nduction programme.
* A number of campaigns have been delivered over the course of the year to promote and raise awareness of mental health and wellbeing.  These have included Menopause Awareness month, Wellbeing week and Mental Health Awareness week.
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| Report on the quality of the research environment via the Culture, Employment and Development in Academic Research Survey (CEDARS) in 2021 & 2023.CEDARS is a sector-led benchmarking survey, managed and supported by Vitae, a non-profit programme, part of the Careers Research & Advisory Centre (CRAC) Ltd and gathers anonymous data about the research environment and culture, working conditions, career aspirations and professional development opportunities of research staff (this audience comprises researchers, principal investigators, managers of researchers, technicians, staff on teaching and research contracts).  | REG | CEDARS 2021 ran from 1-30th June, with a total of 153 staff responses collected, corresponding to a 26% response rate. The findings from this survey were shared at University Research Committee and helped inform the first two-year Concordat Action Plan in operation October 2021-2023.CEDARS will run over Spring 2023 and the impact of Concordat actions and progress can be reviewed.  |
| Annual review of REG membership to ensure cross Faculty representation at all levels. | REG | * A review was undertaken in October 2021 to ensure REG membership includes cross Faculty representation and a minimum of 1 fixed term researcher and 2 early career researchers (ECRs).In February 2022 REG welcomed 2 new ECR members: Dr John Ritchie (Research Fellow, FAH) and Dr Simone Tomaz (Postdoctoral Research Fellow, FHSS).
* A new Chair/Vice Chair structure was implemented for succession planning purposes with Prof Anna Whittaker joining REG as Vice Chair in May 2022, taking on the role of REG Chair in Spring 2023.
* The next annual review of REG membership will take place October 2022.
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| Development of a Research Integrity Action Plan. | RIBE | It is anticipated that a draft plan will be discussed at University Research Committee in May 2023. |

**Concordat Principle: Employment** *Researchers are recruited, employed and managed under conditions that recognise and value their contributions*

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| **Action** | **Responsibility** | **Progress** |
| Submission and retention of Institutional, Faculty and Divisional Athena Swan awards. | Dean EDI | The University retains a Bronze institutional award and is working towards submitting a Bronze renewal later in 2022. |
| Raise awareness of institutional policies via policy spotlights in Managers Network and Staff Roundup newsletters (new Safeguarding for Research Activities and Respect at Work and Study Policies and Family Friendly Policies, Recruitment Guidance, DORA, Recognition Award Scheme, Redeployment policy, Academic/Research Advancement pathways and APC Guidance). | HR & OD | Regular updates on policies (min. 4.p.a) have been included in the University newsletter Staff Roundup and will continue on an ongoing basis |
| Improve University-wide induction and consistency of local induction experience. | HR & OD / RIBE | * Research Staff Induction events run once per semester in addition to the University wide Induction (pilot scheme launched by HR 2020-21). These events extend to 50+ research-active staff on average per event and are an opportunity for new staff to gain an understanding of institutional structure, initiatives and research support.
* The Researcher Spring induction was held online in March 2022 with a 60% participation rate broadly in line with previous induction held in Oct 2021. Attendance has increased from the first induction in October 2020 which saw a 25% attendance rate.
* In addition, there has been RIBE/REG participation in the University-wide Induction events in March & May 2022.
* The Autumn 2022 Researcher Induction will be held in-person on 5 October 2022 with 50+ new research staff invited. The event will comprise colleagues from REG, RIBE and CES.
* An Induction Guide for Research Staff (Appendix 1) has been developed and is available from September 2022 to support consistency of the induction experience.
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| Explore including statements of the University’s commitment to EDI into all job adverts and recruitment and selection processes. | HR & OD | All adverts now contain a statement relating to EDI – “*The University of Stirling recognises that a diverse workforce benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers and welcome applications from those who would contribute to further diversification of our staff and ensure that equality, diversity and inclusion is woven into the substance of the role. We strongly encourage applications from people from diverse backgrounds including gender, identity, race, age, class, and ethnicity*.” |
| Recognition of success and grant capture via Faculty and Staff Roundup newsletters. | ADRs | Faculty newsletters include regular spotlights on research achievements. |
| Recognise full range of researchers’ contributions via Research Culture Awards and Research Culture Blog series. | Dean Research Engagement & Performance (DEAN REP) | The annual Research Culture Awards take place during the Festival of Research and is an initiative led by Prof Rachel Norman (Dean REP) to recognise and celebrate people and groups who contribute to a positive research environment and highlights traits not captured via traditional metrics. The Research Awards have gained momentum with the number of people nominating increasing from 66 in 2020 to 116 in 2022 and the number or nominations increasing from 97 to 164 respectively. Examples of good research culture from award nominations featured in Research Bites blog, reported to University Research Committee and to Deans of Faculty.  |
| Provide Performance Conversations suite of training to support excellent people management. | HR & OD  | *Achieving Success for Reviewers*, *Giving and Receiving Feedback*, *Communicating Assertively*, *Difficult Conversations* and *Goal Setting for Performance* standalone sessions were delivered via the HR & Organisation Development Programme AY 2021/22 with highest attendance seen in *Difficult Conversations (*100% capacity), *Communicating Assertively* (60% capacity) and *Achieving Success for Reviewers (*60% capacity). HR Partners have regular briefings with line managers as part of ongoing discussion with managers. |
| Provision of leadership and project management training opportunities for Managers of Researchers. | Institute for Advanced Studies (IAS) | IAS offered tailored research focussed leadership and management courses as integral part of professional development programme. A *Research Leadership Programme* was piloted AY 2021/22 and was fully subscribed with a 5-star rating and 100% recommend rate. This will run once per semester AY 2022/23. |
| Delivery of dedicated ECR Preparing for Promotions training sessions. | HR & OD | Two preparing for promotion sessions are offered annually: one session is open to all staff; the other session is for ‘underrepresented’ groups (of which ECRs). |
| Encourage and report on contract researcher membership on researcher focussed committees and organisational policy fora. | REG/ADRs | REG has welcomed two further early career researcher REG members, both also members of Faculty Research Committees to ensure dissemination of activities and representation of voice. REG has shared terms of reference for Equality groups with local networks and a spotlight has featured in the IAS newsletter September 2022 to promote researcher engagement in Athena Swan, Gender Equality, EDI fora.  |
| Review the equality impact assessment for promotions process and guidance. | HR & OD | The APC criteria will be reviewed for APC in 2023 at which time an EIA will be conducted. |

**Concordat Principle: Professional and Career Development** *Professional and career development are integral to enabling researchers to develop their full potential*

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| Embed min 10 days professional development within drafting of Research Strategy | REG | A statement of intent is currently under development and will clearly define professional development as internal or external opportunities to gain broader professional competencies and experiences, including participation in mentoring schemes as mentee/mentor, committee membership, public engagement, workplace shadowing, engagement in policy development, knowledge exchange activities as well as participation in training courses and workshops and institutional expectations. |
| Hold three Professorial Research Colloquia to share learning and capacity building 2021-2023. | REG | The first professorial colloquium was held during Festival of Research May 2022. This was an event open to the wider researcher community (17 attendees). The aim of the colloquia are to provide support for senior research colleagues to share learning and explore how to strengthen research teams. Topics and timings for two further closed events for professorial staff only are currently under development. |
| Review and monitor guidance from Research Councils on how to include professional development time in bids. | RIBE | A review of Concordat funder signatories to assess approach for factoring in time and costings of the 10 days professional development has been conducted. The portfolio of funders and schemes varies greatly and as such REG will change the focus of this action to develop the institutional statement of intent and clarity around CPD expectations. |
| Promote engagement in the University Mentoring Scheme. | HR&OD | It has not been possible to monitor engagement with the University-wide mentoring scheme. The mentoring scheme facilitates pairing of mentor/mentee links however the scheme is informal in nature and ongoing engagement is not monitored.  |
| Promote engagement in the Institute of Advanced Studies (IAS) Researcher Development Programme, designed with feedback from the researcher community. | IAS | The IAS Researcher Development Programme is reviewed annually and the provision of workshops for professional and career skill building is designed with feedback from the researcher community, gathered via dedicated Padlets/surveys and CEDARS data. The programme is promoted via the monthly IAS newsletter, Staff Roundup and Canvas.The latest annual review was conducted in July 2022 – the programme comprised 32 staff focussed sessions with an increase in staff engagement of 14% on previous year. In terms of engagement by career stage, 72% of the individuals engaging with the programme were ECRs, 20% established and 8% senior researchers.  |
| Ensure researchers have access to professional advice on career management with dedicated Careers (IAS) alumni networking events and workshops. | CES/IAS | CES currently has 4 career advisors (3 FT) aligned to Faculty. As of October 2022, CES will have 5 careers consultants, 3.8FTE. 4 Consultants aligned to each faculty, and one consultant dedicated international students/ECRs. IAS has included 8 career development sessions, 6 of which were delivered in collaboration with CES. Research Staff engagement has been low overall, with the highest attendance being at the *Being Strategic in your Research Career session for postdocs (*60% capacity, external provider).  |
| Design a dedicated Achieving Success form for fixed term staff  | REG | An Achieving Success form has been developed to reflect the timescales and paths of fixed term staff and tested. Phase 2 of this project is underway and will see the creation of a video resource by Dr John Ritchie and Prof Richard Haynes hosted on IAS Research Staff Canvas illustrating how this resource can be employed. The resource will be available from October 2022. |