

**University of Edinburgh**  
**CODE OF PRACTICE  
FOR THE MANAGEMENT  
OF RESEARCH STAFF**

<http://www.researcherdevelopment.ed.ac.uk/CoP/Comments.html>

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**Code of Practice for the  
Management of Research Staff**

**In introducing the Code, the University is:**

- making a statement about the value it places on supporting its research staff
- initiating strategies for the improved management of research staff and promoting best practice
- encouraging uptake of professional and career development activities by research staff
- clarifying responsibilities in the management process
- encouraging culture of shared responsibilities
- underpinning the Concordat and the Roberts Initiative

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**Code of Practice for the  
Management of Research Staff**

**BACKGROUND**

- Core Strategic Goal - 'Excellence in Research'
- Roberts' Management Group chaired by VP for Research Training
- Working Group of PIs, research staff and HR
- Feedback from 7 Schools
- Staff Committee
- Schools encouraged to adapt for local use
- Complements the new Concordat

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## Code of Practice for the Management of Research Staff

### RESPONSIBILITIES

Code of Practice sets out the responsibilities in the management process that fall to the **researcher**, the **PI** and the **School**, over the life of a project.

It also focuses on the management process that is appropriate for **early career** research staff and for **long-term** researchers.

Highlights importance of supporting **independent researchers**

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## Code of Practice for the Management of Research Staff

### Research staff are responsible for:

- taking responsibility for their own career management
- ensuring clarity about their role and responsibilities within the research project

### PIs are responsible for:

- direction, and active management, of research project
- facilitating and actively supporting career development of research staff

### Schools are responsible for:

- promoting and encouraging PI good management practice
- establishing and fostering framework under which researchers are supported and managed

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## Code of Practice for the Management of Research Staff

### FORMAL PROGRESS MEETING FOR RESEARCH STAFF

- **Project Review Meeting**
  - review project progress against agreed milestones
  - review of performance in relation to project
  - review of training needs in relation to project
- **Development Review Meeting**
  - consideration of career development and aspirations
  - review of options available and prospects for success
  - review of longer term skills development and training needs

*The Concordat has included this guidance as an example of good practice.*

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## Code of Practice for the Management of Research Staff

### WHAT ELSE DOES THE CODE OF PRACTICE DO?

- confirms Research Staff **entitlement** to training and development support
- recommends **Mentoring**
- encourages good **Induction** practices
- recommends Research Staff **representation** on relevant School Committees
- encourages **Research Staff Society** formation
- provides **ideas** and links to **resources**
- **offers guidance** for Review Meetings

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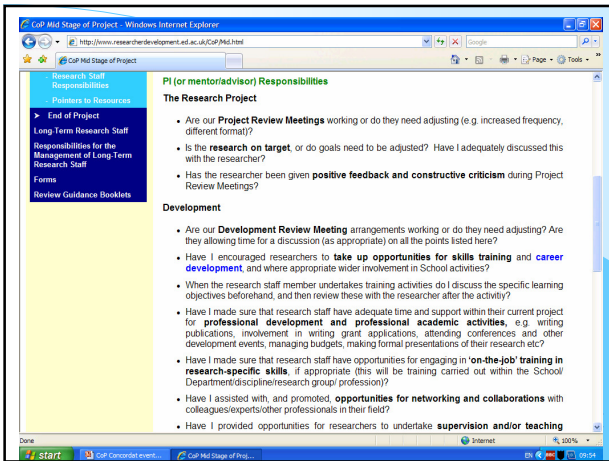
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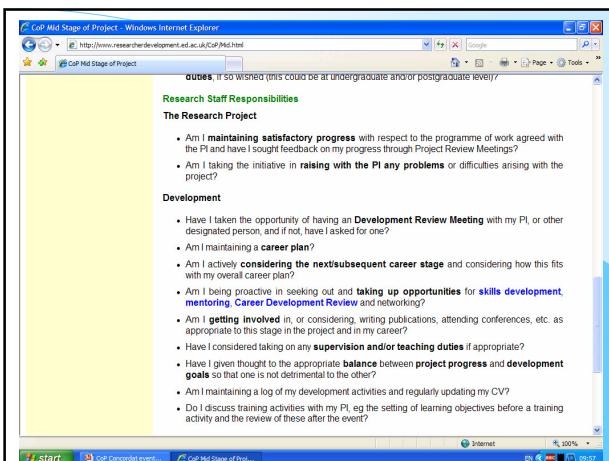
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## Code of Practice for the Management of Research Staff

### IMPLEMENTATION: SCHOOL OF BIOMEDICAL SCIENCES

- Active support from previous and current Head of School
- School statement on its commitment to Research Staff support
- School webpage for its Research Staff
- School Postdoc Forum chaired by senior academic who is a member of the School Policy and Resources Committee
- Locally adapted 'At-a-glance' guide to the Code of Practice

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## Code of Practice for the Management of Research Staff

### IMPLEMENTATION: SCHOOL OF BIOMEDICAL SCIENCES

- Implementation of Development Review Meetings
  - information, reminders, logging, PI appraisal
- Formal record of training
- Formal record of teaching and supervision duties
- Research Staff Society
  - Central Area Postdoc Society (CAPS)
  - Website, funds, invited speakers
  - Initiated "buddy" system for new researchers

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