Research staff: important information you will need to settle into your new role at York

1. Exploring your new role with your Principal Investigator

Your PI or Line Manager will introduce you to the department, your role and provide you with an induction checklist. Your induction period will help you to clarify some of the following details:

- Your role, and how it fits with the wider research group/team
- The objectives of the project
- Your personal objectives
- Any requirements which relate to your role and the project, specified by the funder
- Relevant procedures and processes e.g. working practices, timescales, monitoring of progress, the frequency of meetings, arrangements for communication, dissemination or research outcomes, publications, etc
- Supervision and teaching roles
- Options of having a mentor (where applicable)
- Options of having a coach (includes discussion around career management)
- Resources available to you e.g. library, computing, facilities and materials, technical assistance, etc and guidance/instructions on how to use/access these facilities
- Time available for personal and professional development
- Performance Reviews: all staff are expected to have an annual performance review which should include a discussion about your careers
- The duration and assessment of probation

Ultimately an induction should cover everything you need to know in order to get your work done and feel integrated into your department and the wider University. This will of course take time but there is important information you will need to access at the start of your employment.

Remember to ask questions and seek clarification if you feel anything is unclear.

2. Attend the University central staff induction

New research staff are expected to attend the University central staff induction and the meet the SMG (Senior Management Group) lunch. Visit the new starter pages for more information about the university's induction procedures and policy.

Your department may also have their own induction pack or handbook.
3. **Important information on research conduct**

The University is committed to the highest standards in its research, underpinned by the quality of the research process - commonly termed ‘research integrity’. There is an increasing focus within higher education on research integrity, as expressed in the UUK Concordat to Support Research Integrity which has been endorsed by the UK’s major research funders and is a compliance requirement for the University HEFCE grant. Significant risks are incurred by research communities where accepted standards and practices are not upheld, in terms of reputation, availability of funding and the ability to publish. As part of the University's research community, you need to read, understand and ensure that you comply with the following key policies:

- **Code of Practice on Research Integrity** (formerly known as the Code of good practice for research). ‘Research integrity’ refers to high quality and robust practice across the full research process which complies with legal, professional and funder requirements. The Code refers to the Policy on Research Data Management and Policy on the Publication of Research which you will need to familiarise yourself with.

- **Code of Practice and Principles for Good Ethical Governance** Research ethics form a subset of research integrity, focusing on the avoidance of harm within the conduct of research. This Code sets out the University’s framework of ethical principles and University requirements for formally reviewing and approving all academic activity which raises ethical considerations, including research. Includes a new ‘Checklist of areas where ethical considerations are likely to arise’.

- **Research Misconduct Policy and Procedure** (formerly known as Academic misconduct: policy on allegations, investigations and reporting). This sets out clearly what constitutes unacceptable conduct in relation to research.

Supervisors of students undertaking research have a particular responsibility for ensuring that their students have a clear understanding of appropriate practice, and share responsibility with the individual student for ensuring that research is referred for ethical review by the University wherever necessary.

Further information can be found at [https://www.york.ac.uk/staff/research/governance/research-integrity-and-ethics/](https://www.york.ac.uk/staff/research/governance/research-integrity-and-ethics/)

4. **Find out who will be able to offer you support and information in your Department/Research Centre**

There will be a whole host of people and information resources that will be useful to you. This is not an exhaustive list, but the following people and information sources will be useful to you for many of your queries.

- Line manager or principal investigator (PI)
- Grant holder (if not your line manager)
- Departmental Research Committee / [departmental research governance](#)
- Colleagues
- Local administrative office and staff
- Your designated departmental Human Resources (HR) manager and advisor
- Central support services highlighted on the staff home page
- Trade Union representatives, if you are a member of the union
- University website: often a very frequent port of call for all new staff trying to find information about services, and contact details.

Look at your Department or Research Centre website to find the contact details of staff locally you can talk to.

5. **Find out if your department or research centre has a research staff association or post doc forum**

How are research staff represented within your department or centre? Does it have a research staff association?

If you are interested in setting up a Research Staff Association please contact Helga Smallwood, the Research Staff Developer at helga.smallwood@york.ac.uk.

6. **Understand how the principles of the Athena SWAN Charter are being applied at York and our approach to Equality and Diversity**

The Athena SWAN Charter recognises and celebrates good employment practice for women working in STEMM (Science, Technology, Engineering, Medicine and Mathematics) in higher education and research. The University is proud of its commitment to promoting equality of opportunity for all its staff. Further information can be found at the following sites:

Athena Swan Charter

Equality and Diversity

Disability Support for Staff

7. **Understand how the University of York supports research staff.**

The Concordat to Support the Career Development of Researchers outlines 7 principles to which the University of York is committed. The University was one of the first 10 institutions in the UK to gain recognition of this commitment through the HR Excellence Award. The Concordat action plan 2014-2018 details the work that will be conducted. Please familiarise yourself and contact karen.clegg@york.ac.uk if you wish to get involved in the work.
8. **Find out more about writing your research with impact**

Today researchers need to be ready to justify and articulate the impact of their research on the wider society. We offer training and coaching on 'pathways to impact'. For basic information on impact and signposting to resources see [http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF)

9. **Find out more about Vitae**

Vitae is the national champion for professional and personal development of both doctoral researchers and research staff in higher education institutions and research institutions. They provide extensive information and resources on developing as a researcher and managing your career. For example did you know?

- You can attend a range of [free training courses hosted by Vitae](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF), and open to research staff across the UK?

- You can contribute to a national [Research Staff Blog](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF). Topics range from career and professional development, to current issues faced by the research community, to general advice and tips.

- The [UK Research Staff Association](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF) is supported by Vitae. They have produced two key pieces of research - "Understanding Research Staff Associations and their impact" and The "Guide to Research Staff Associations.

10. **Take stock of your training and professional career development needs**

As a researcher you are expected to take responsibility for your own professional development and during the early stages of your contract this could include actively seeking information and support, searching for and booking useful training opportunities and looking for opportunities to meet other staff.

If you have independent funding and/or are not part of a large research group, you may particularly need to be proactive at this early stage, to avoid potential isolation.

Explore the development opportunities available to you including the [research staff programme](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF) and the [staff development programme](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF). You may also wish to look at the possibility of applying to the University's [Coaching Scheme](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF) or take some time to look at the staff [careers section](http://www.york.ac.uk/admin/hr/researcher-development/framework/domain.cfm?d=ENGINF)
11. PURE

PURE is a Current Research and Information System (CRIS) which answers many of the University's current research management and reporting needs. Each member of research staff has an individual page where all their publications, projects and other activities are listed. You are encouraged to set-up your PURE page from an early stage and to keep it regularly updated.

Please log in to PURE to see your page:
https://pure.york.ac.uk/admin/login.xhtml;jsessionid=C30553DED76ED642E74B195F81FA9CC2

Instructions for first time users are on these pages:
https://www.york.ac.uk/staff/research/pure/
https://www.york.ac.uk/staff/research/pure/how-to-use-pure/

PURE training information and guidance is available at:
https://www.york.ac.uk/staff/research/pure/training/

12. Book a one to one appointment with the Research Staff Developer

You may find it helpful to discuss your professional and personal development with someone outside of your department or research centre. You can book an appointment with Helga Smallwood, the Research Staff Developer by emailing helga.smallwood@york.ac.uk or calling the Researcher Development Team on 01904 324836. Any discussions are confidential and offer the opportunity to:

- discuss specific career plans or concerns
- work on job applications and interview preparation