HREiR Action plan template for institutions (2023 – 2026)





Details

Institution name:	Teesside University
Cohort number:	9
Date of submission:	24/11/2023
Institutional context:	Teesside University is a post-1992 institution with over 22,000 students and 2,300 members of staff. Research is organised under eight research centres aligned to five schools. Academic staff have 178 hours of time for self-directed research and scholarly activity. Staff with significant responsibility for research have at least 20% of their time dedicated to research (academic staff) or have demonstrated research independence (research-only staff). Research staff include independent researchers, research assistants and associates. This action plan has been developed from our five research culture aims:
	Make research visible
	2. Value research
	3. Inclusive & diverse research
	High-quality & impactful research
	Nurture research talent.

The institutional audience* for this action plan includes (only include direct beneficiaries; complete or delete, as appropriate):

udience (direct beneficiaries of the action plan)	Number of	Comments
Research staff	77	Job category of Research
Postgraduate researchers	575	Active enrolled research degree students and professional doctorates which are classified as research degrees
Research and teaching staff	645	Job category of Academic (645), excluding Academic Teaching Scholarship and Professional Practice (111)

		Сотр		To be completed only when reporting on action plan						
	Obligation	Action	Carried over from previous action plan?	Deadline	Responsibility	The targeted impact of the action (success measure)	Comments (optional)	Progress update	The actual impact of the action (reporting against the success measure)	Outcome (ongoing/carried forward/no further action)
Enviro	nment and Culture									
Awarene	ess and engagement									
	of these obligations are to we researchers.	ork towards an open and incl	reness of this							

ECI1	Ensure all relevant staff are aware of the Concordat.	1.6 Create a central 'research portal' to share key information about our research environment with all academic, research-only, and research-related staff. • Analyse outcomes from SHLS pilot to inform development. • Signpost to all research concordats, agreements, and frameworks. • Ensure SLS research support pages feed in.	Yes	Dec-24	REO Strategy & Quality Team	At least 70% survey respondents aware of research policies and processes.		
ECI2	Ensure institutional policies and practices relevant to researchers are inclusive, equitable and transparent, and are well-communicated to researchers and their managers.	1.4 Summarise good practice approaches to sharing research information locally and make recommendations. Schools present their approaches to RCPSC. Monitor success of SHLS 'research portal' pilot. 1.5 Review TU research related policies to ensure they support our research culture aims, and make recommendations as needed. Shortlist policies for review. Agree review criteria. Report outcomes to RIC. Add further actions as needed.	Yes	1.4 Sep-24 1.5 Jun-25	1.4 Research Culture & Policy Lead (REO) 1.5 RCPSC Chair	1.4 Identify three areas of good practice to feed into future actions. 1.5 80% survey respondents have positive perceptions of research-related policies. Relevant policies discussed by RIC.		
ECI6	Regularly review and report on the quality of the research environment and culture, including seeking feedback from researchers, and using the outcomes to improve institutional practices.	1.2 Design a robust evaluation methodology for our research culture and HR Excellence in Research Award activity, to measure progress and identify impact against theory of change model. Set up an evaluation working group. Design and agree evaluation methodology. Reflect in measures of success and theory of change model.	No	Nov-23 to Nov- 26	RCPSC Chair	Outcomes reflected in measures of success throughout the action plan.		

ECR1	Encourage researchers to actively contribute to the development and maintenance of a supportive, fair and inclusive research culture and be a supportive colleague, particularly to newer researchers and students.	A combination of review and evaluation mechanisms will be used, including CEDARS (or equivalent research community survey), staff pulse surveys, feedback forms, and focus groups. See specific measures of success throughout for details. This HREiR action plan is mapped to our research culture priorities: 1. Visibility 2. Value 3. Inclusion & diversity 4. Quality & impact 5. Nurturing talent 1.1 Co-create new governance and role descriptors for Academic, Management, Leadership, and Administration (AMLA) roles. • Consult with stakeholders. • Report to RIC. • Publish outcomes. 3.5 Create an ECR Survival Guide to support the transition from PhD to ECR. • Form an ECR working group. • Consult with stakeholders. • Publish guide on	No	1.1 Jun-24 3.5 Sep-24	1.1 Head of Strategy & Quality (REO) 3.5 ECR Forum Co- Chairs / REO	1.1 'AMLA' roles are visible and understood by 80% survey respondents (incl. role holders & research community). 3.5 At least 65% ECRs have SRfR by REF 2028 (up from 48% in REF 2021).			
		research portal.							
	ng and mental health s of these obligations are to ch	ampion positive wellbeing am	ongst research	ners, both th	rough appropriat	e training and enabling	new ways of		
working.		, san p same nome any diff	9-1-0000101	,		g 0.1	,		
ECI3	Promote good mental health and wellbeing through the effective management of workloads and people.	Feed into BCIP strategic project on workloads. See action 2.1 (PCDI1).							
ECI4	Ensure managers of researchers are effectively trained in	Preliminary work needed to better identify the population 'managers of							

	relation to wellbeing and mental health.	researchers'. See action 2.2 (El5).							
ECM3	Ensure managers promote a healthy working environment that supports researchers' wellbeing and mental health.	Preliminary work needed to better identify the population 'managers of researchers'. See action 2.2 (EI5).							
ECM4	Ensure managers consider fully flexible working requests and other appropriate arrangements to support researchers.	Flexible working addressed in Athena Swan 2023-2028 action plan.							
ECR3	Ensure researchers take positive action towards maintaining their wellbeing and mental health.	EAP available to all staff.							
Bullying	and harassment								
	sms to address incidents.	liminate bullying and harassme	ent in the resear	ch system, tac	ckled through p	progressive policies an	d secure		
ECI3	Promote a healthy working environment through effective policies and practice for tackling discrimination, bullying and harassment, including providing appropriate support for those reporting issues.	Harassment advisors and training in place. No further action at this time.							
ECM3	Ensure managers encourage reporting and addressing incidents of discrimination, bullying and harassment.								
ECR4	Ensure researchers use available mechanisms to report staff who fail to meet the expected standards of behaviour in relation to discrimination, harassment and bullying.								
Equality	diversity and inclusion								
The aims and inclu		nsure managers and research	ers are trained i	n-, aware of- a	and adopt prac	tices enhancing equali	ty, diversity		

ECI4 / ECM1	Ensure managers undertake relevant training and development opportunities related to equality, diversity and inclusion, and put this into practice in their work.	3.6 Monitor Equality Impact Assessments of staff with significant responsibility for research (SRfR) and make recommendations. Review baseline SRfR. Review SRfR annually. Add further actions as needed.	No	Nov-23 Nov-24 Nov-25	Head of Strategy & Quality (REO)	Increase number of staff with SRfR to 60% (from 39% REF 2021). By REF 2028, improve representation by age and gender compared to REF 2021.	Review in conjunction with Athena Swan action plan.		
ECR2	Ensure researchers act in accordance with employer and funder policies related to equality, diversity and inclusion.	a.7 Monitor REF 2028 expectations and indicators for People, Culture and Environment (PCE) and EDI and make recommendations. 3.8 Update REF Code of Practice (CoP) and confirm TU position on output selection for REF 2028. Report to RCPSC on alignment to research culture aims.	No	3.6 Ongoing 3.d Apr-25	3.7 Research Culture & Policy Lead (REO) / Head of Strategy & Quality 3.8 Head of Strategy & Quality	3.7 Able to meet PCE / EDI requirements by REF 2028 timelines. 3.8 80% positive responses to consultation on CoP.			
Researc	h Integrity								
The aims	s of these obligations are to er	nsure managers and research	ers are trained	in-, aware o	of- and maintain h	nigh standards of resear	rch integrity.		
and are a	able to report infringements or	r misconduct.					3 ,		
ECI5 / ECM2	Ensure researchers and their managers are aware of, and act in accordance with, the highest standards of research integrity and professional conduct.	4.1 Review and update the RCPSC membership annually to ensure all relevant roles are represented (UREISC, Research Integrity Concordat, academic research librarian, research impact manager).	No	Jun-24 Jun-25 Jun-26	RCPSC Chair	Research quality and impact expertise represented on the RCPSC.			
ЕСМ3	Ensure managers report and address incidents of poor research integrity.	Addressed as signatory of the Research Integrity Concordat.							
ECR2	Ensure researchers act in accordance with employer and funder policies related to research integrity.	4.5 Develop prepublication support and guidance within research centres to support ECRs to strengthen their outputs. Support for research integrity and open research. Review and share current practice. Develop objectives and	No	4.5 Dec-24 4.6 Ongoing	4.5 AMLA leads for output quality 4.6 Research Governance & PGR Manager / UREISC Chair	4.5 At least 2 initiatives piloted by end 2024. 4.6 Able to meet research integrity / reproducibility requirements by REF 2028 timelines.			

ECR4	Ensure researchers use available mechanisms to report staff who fail to meet the expected standards of behaviour in relation to research misconduct.	Pilot initiatives and share outcomes. 4.6 Monitor UKRI and REF 2028 expectations and indicators for research integrity and reproducibility and make recommendations. Addressed as signatory of the Research Integrity Concordat.							
Policy d	evelopment								
The aims institution		ncourage all researchers to ac	tively contribut	e to the dev	relopment of polic	ies driving positive cha	nge at their		
EI7	Consider researchers and their managers as key stakeholders within the institution and provide them with formal opportunities to engage with relevant organisational policy and decision-making.	3.1 Review and update RCPSC membership annually to ensure all relevant roles are represented (e.g. research-only staff, PGR, ECR and MCR).	Yes	Jun-24 Jun-25 Jun-26	RCPSC Chair	Relevant stakeholders and advocates represented on RCPSC.			
ECM5	Encourage managers to engage with opportunities to contribute to policy development aimed at creating a more positive research environment and culture within their institution.	4.3 Disseminate and contribute to International Open Access Week activities. Consider any policy or guidance implications of the outcomes.	No	Sep-24 Sep-25 Sep-26	Academic research librarian	At least 80% positive feedback from sessions. Awareness of open access landscape / TU OA policies are at least 70% (survey).			
EM5	Engage with opportunities to contribute to relevant policy development within their institution.	Research leaders and managers represented on RCPSC. No further action at this time.							
ECR5	Encourage researchers to consider opportunities to contribute to policy development aimed at creating a more positive research environment and culture within their institution.	3.2 Establish a mid-career researcher community for support and representation. Consult on draft definition. Explore community / support options with MCRs. 3.3 Support the growth of and engagement with the ECR Forum, particularly	Yes	3.2 Jun-24 3.3 Jun-26	3.2 Research Culture & Policy Lead (REO) 3.3 Research Culture Officer (REO) / ECR Forum Co-Chairs	3.2 MCR representation mechanisms in place. Positive perceptions of inclusion / belonging by MCRs (focus group). 3.3 Increase attendance by 30% by 2026.			

		ensuring research-only staff are included. Hold 4 hybrid meetings per year. Promote through research community mailings and TU comms. Report attendance / feedback to RCPSC annually.				Consistent attendance of research-only staff by 2026. At least 80% positive feedback from attendee surveys.			
ER4	Recognise and act on their role as key stakeholders within their institution and the wider academic community.	1.3 Disseminate research culture updates and research good news, internally and externally. Use university comms/website, committees, departmental meetings, and events. Take a 'whole team' approach to highlight the role of all team members, including research assistants, associates and fellows. Set up a working group to guide the comms strategy for research culture.	No	Nov-26	Research Culture Officer (REO)	At least 70% survey respondents aware of research culture priorities and research achievements.			
Employ Recruitm	ment nent and induction								
The aims	of these obligations are to e	nsure recruitment of researche	rs is onen and	fair and res	searchers receive	effective inductions into	o the		
The aims organisat		nsure recruitment of researche	rs is open and	fair and res	searchers receive	effective inductions into	o the		
		Recruitment of researche Recruitment addressed in Athena Swan 2023-2028 action plan.	rs is open and	fair and res	searchers receive	effective inductions into	o the		

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		Link to existing SLS research support								
		resources.								
Pocogni	tion, reward and promotion									
Recogni	tion, reward and promotion									
The aims	of these obligations are to en	nsure the fair and inclusive rec	ognition of res	earchers as	part of their care	er progression.				
	· ·		· ·		•					
	1		1	1		T	T		T	
		2.3 Review academic promotion criteria for	Yes	2.3 Nov-25	2.3 Research Culture &	2.3 Increase to 60% (from 26% in				
		research and make		1404-23	Policy Lead	CEDARS 2023)				
		recommendations to		2.5	(REO) /	perceptions of fair				
		ensure assessment of		Annually	Assistant	and inclusive				
		research and researchers			Director (HR)	opportunities for				
		aligns with good practice (e.g. use of narrative			2 E Bossoroh	career				
	Provide clear and	CVs).			2.5 Research Culture	advancement. 50% Increase in				
	transparent merit-based	Compare TU criteria to			Officer (REO)	applications from				
	recognition, reward and	sector examples.			,	underrepresented				
EI3	promotion pathways that recognise the full range of	Review against external				groups over 5 years				
	researchers' contributions	frameworks /				(Athena Swan measure of				
	and the diversity of	commitments (e.g. DORA, COARA).				success).				
	personal circumstances.	Review Athena Swan								
		analysis of promotions				2.5 100% increase				
		pipeline.				in nominations for				
		2 E Manitar and promote				research excellence award				
		2.5 Monitor and promote representations of				from 10				
		research in TU Star				nominations in				
		Awards.				2022.				
		2.4 Audit current reward	No	Mar-26	Research	Reward and				
		and recognition (formal and informal) opportunities			Culture & Policy Lead	recognition programme in				
	Managers commit to, and	for research (academic,			(REO) /	place.				
	evidence, the inclusive,	research-only, and			Assistant	80% survey				
EM3	equitable and transparent recruitment, promotion	research-related staff) and			Director (HR)	respondents (all				
	and reward of	make recommendations.				researcher groups) feel valued for their				
	researchers.	Consult on perceived / informal opportunities				contributions.				
		and what is valued by				CONTRIBUTIONS.				
		staff.								
Respons	sibilities and reporting									
The aims	of these obligations are to o	nsure that researchers and the	ir managare u	nderstand a	nd act on their of	ligations and responsib	vilities			
THE AIR	o or these obligations are to el	isure trial researchers and the	ii illallayeis u	nuerstand a	ind act on their of	mgations and responsit	mides.			
	Managers familiarise	High levels of confidence								
1	themselves, and work in	by managers responding								
EM2										
	institutional policies, and									
EM2	themselves, and work in accordance with, relevant employment legislation and codes of practice,									

	the terms and conditions of grant funding.							
ER1	Researchers ensure that they work in accordance with, institutional policies, procedures and employment legislation, as well as the requirements of their funder.							
ER2	Researchers understand their reporting obligations and responsibilities.							
People n	nanagement							
The aims	of these obligations are to el	nsure that researchers are well	-managed an	d have effec	ctive and timely po	erformance reviews.		
El4	Provide effective line and project management training opportunities for managers of researchers, heads of department and equivalent.	Preliminary work needed to better identify the population 'managers of researchers'. See action 2.2 (EI5).						
EI5	Ensure that excellent people management is championed throughout the organisation and embedded in institutional culture, through annual appraisals, transparent promotion criteria, and workload allocation.	2.2 Explore and summarise perceptions of current line management structures for research across schools and centres, and make recommendations. Consider who is involved in PDPRs, research planning and objective setting, and allocation of research hours. • Identify population 'managers of researchers'. • Create visual depiction of management of research(ers).	Yes	Jan-25	Assistant Director (HR) / Research Culture & Policy Lead (REO)	Increase perceptions of usefulness of appraisals (from 47% CEDARS 2023) to at least 61% (2023 CEDARS benchmark).		
EM1	Managers undertake relevant training and development opportunities so that they can manage researchers effectively and fulfil their duty of care.	Further actions may follow from 2.2 (EI5).						
EM4	Managers actively engage in regular constructive performance management with their researchers.	Further actions may follow from 2.2 (EI5).						

ER3	Researchers positively engage with performance management discussions and reviews with their	Further actions may follow from 2.2 (El5).							
Job sec	managers. urity								
The aim	of this obligation is to improve	the job security of researcher	S.						
EI6	Seek to improve job security for researchers, for example through more effective redeployment processes and greater use of open-ended contracts, and report on progress.	2.6 Monitor proportion and number of research-only staff / academic staff on fixed-term contracts. Explore justifications, use of redeployment, extensions and bridging, and alternative models for a sustainable research workforce. Annual summary to RCPSC. Development of alternative model by 2026. Further actions added as needed.	Yes	Nov-26	Head of Strategy & Quality (REO) / Senior Data Analyst (HR)	Reduce proportion of research-only staff on FTCs (from 91% in 2023) to a maximum of 68% (CEDARS 2023 benchmark).			
	ional and Career Develo	•							
Champio	oning professional develop	nent							
The aims	of these obligations are to pr	omote the importance of profe	ssional develo	pment and	ensure researche	ers have the time to eng	age in it.		
PCDI1	Provide opportunities, structured support, encouragement and time for researchers to engage in a minimum of 10 days professional development pro rata per year, recognising that researchers will pursue careers across a wide range of employment sectors.	2.1 Explore and summarise perceptions of 'time' for research and barriers to engaging, and make recommendations. Consider time available for CPD. Analyse CEDARS for relevant themes. Consult internal stakeholders. Report into BCIP project. 4.8 Provide research methods training through the Researcher Development Programme (RDP).	Yes	2.1 Mar-24 4.8 Ongoing 5.5 Ongoing	2.1 RCPSC Chair 4.8 REO Strategy & Quality Team 5.5 REO Strategy & Quality Team	2.1 Identify top 3 barriers to engagement & potential solutions. Increase perceptions of fairness in workload allocations (from 30% in 2023) to at least 50%. 4.8 Sessions meet training needs identified. At least 80% positive feedback from attendee survey. 5.5 Increase			

		Redesign provision to meet training needs, within resource available. Identify facilitators. S.5 Evaluate and make continuous improvements to the RDP. Add research leadership training in 2024. Develop new Accelerator programme with ECR Forum input. Share feedback / engagement data with RCPSC annually.							
PCDI6	Monitor, and report on, the engagement of researchers and their managers with professional development activities.	 5.3 Review access to CPD and barriers to engaging by research-only and academic staff and make recommendations. Consult with stakeholders. Ensure links to SLS provision. Share access/engagement data with RCPSC. 	Yes	Mar-25	HR ODL Manager / Research Culture Officer	Identify top 3 barriers to engagement to feed into future actions.			
PCDM3	Managers allocate a minimum of 10 days pro rata per year, for their researchers to engage with professional development, supporting researchers to balance the delivery of their research and their own professional development.	Further actions may follow from 2.1 (PCDI1) and 5.3 (PCDI6).							
PCDR1	Researchers take ownership of their career, identifying opportunities to work towards career goals, including engaging in a minimum of 10 days professional development pro rata per year.	5.2 Contribute to the annual RDP to ensure it meets the needs of different groups (e.g. new to research, PGR, ECR, MCR, research-only staff, research leaders).	Yes	5.2 Jun-24 Jun-25 Jun-26	5.2 Research Culture & Policy Lead	5.2 Increase attendance by 30% by 2026. At least 80% positive feedback from attendee surveys.			
	The aims of these obligations are to ensure researchers and their managers are engaging in productive career development reviews.								

PCDI2	Provide training, structured support, and time for managers to engage in meaningful career development reviews with their researchers.	Preliminary work needed to better identify the population 'managers of researchers'. See action 2.2 (EI5).						
PCDI6	Monitor, and report on, the engagement of researchers and their managers with researcher career development reviews.	 5.4 Analyse the type and frequency of research-related objectives in PDPRs. Online system in place. Develop process for reporting and summarising objectives, with consideration of DPA/GDPR. Develop guidelines / support for better objective setting. Add further actions depending on initial progress. 	Yes	5.4 Nov-25	5.4 Assistant Director (HR) / Head of Strategy & Quality (REO)	5.4 Annual reports by school analysed for trends to inform future actions.		
PCDM1	Managers engage in regular career development discussions with their researchers, including holding a career development review at least annually.	See 5.4 (PCDI6).						
PCDR4	Researchers positively engage in career development reviews with their managers.	See 5.4 (PCDI6).						
Career de	evelopment support and pl	anning						
PCDI3	Ensure that researchers have access to professional advice on career management, across a breadth of careers.	Career development addressed as part of Accelerator programme, see 5.5 (PCDI1).						
PCDR3	Researchers maintain an up-to-date professional career development plan and build a portfolio of evidence demonstrating their experience, that can be used to support job applications.	Career development addressed as part of Accelerator programme, see 5.5 (PCDI1).						
Research	identity and leadership							

	of these obligations are to property of these obligations are to property.	rovide researchers with opport	unity to progre	ess in their ca	areers by develo	ping their research iden	itity and		
PCDI4	Provide researchers with opportunities, and time, to develop their research identity and broader leadership skills.	4.2 Review and summarise opportunities for developing research collaboration, disseminate good practice and make recommendations. Review current provision. Support development of new provision at research centre or university level. Develop case studies. Promote opportunities.	No	Jun-25	AMLA leads for research culture	At least 2 areas of good practice identified to feed into recommendations.			
PCDM4	Managers identify opportunities, and allow time (in addition to the 10 days professional development allowance), for their researchers to develop their research identity and broader leadership skills, and provide appropriate credit and recognition for their endeavours.	4.7 Further develop the annual research sabbaticals scheme and ensure it is promoted and enabled by managers locally. Applications in January. Feedback reports and case studies identified.	No	Annually in Jan	Head of Strategy & Quality	36 sabbaticals awarded over 3 years. Qualitative insights from outputs and case studies generated.			
PCDM5	Managers engage in leadership and management training to enhance their personal effectiveness, and to promote a positive attitude to professional development.	HR Management in Practice and Leadership and Management Framework programme in place for managers.							
PCDR5	Seek out, and engage with, opportunities to develop their research identity and broader leadership skills	5.1 Support the evaluation and (if approved) potential wider roll out of the research mentoring scheme pilot. Report to RCPSC by March 2024. Consider pilot outcomes and make recommendations for future of the scheme.	Yes	Jun-24	Research Culture & Policy Lead	Increased access to tailored research mentoring – 18 mentees per school actively engaged in the scheme. Improved confidence and competence for mentees in development areas (pre/post-mentoring survey).			
	Diverse careers							1	
The aims of these obligations are to recognise, value and prepare researchers for the wide range of career options available to them within and beyond research.									

PCDI5	Recognise that moving between, and working across, employment sectors can bring benefits to research and researchers, and support opportunities for researchers to experience this.	Not a current priority.						
PCDM2	Managers support researchers in exploring and preparing for a diversity of careers, for example, through the use of mentors and careers professionals, training, and secondments.	Not a current priority.						
PCDR2	Researchers explore and prepare for a range of employment options across different sectors, such as by making use of mentors, careers professionals, training and secondments.	5.6 Continue to deliver an external mentoring scheme for research. Carry out an evaluation of the scheme by March 2024. Share engagement data with RCPSC annually.	Yes	Mar-24 and ongoing	REO Strategy & Quality Team	Individual researchers and cohorts have access to focused external mentoring support.		
PCDR6	Researchers consider opportunities to develop their awareness and experience of the wider research system through, for example, knowledge exchange, policy development, public engagement and commercialisation.	4.4 Support the research impact team to promote and embed an impact culture.	No	Ongoing	RCPSC Secretary	Research impact managers report to RCPSC annually.		

^{*} The Researcher Development Concordat defines researchers as individuals whose primary responsibility is to conduct research and who are employed specifically for this purpose by a higher education institution or research institute. The primary audience is research staff, e.g. postdoctoral researchers, research fellows, research assistants. The Researcher Development Concordat encourages institutions to include other groups who actively engage in research as beneficiaries of their Concordat action plan. These could be postgraduate researchers; staff on teaching and research, or teaching contracts; clinicians; professional support staff; technicians.

	Further hyperlinks and supplementary information (more rows can be added)
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	Abbreviations and glossary (more rows can be added)						
REO	Research and Enterprise Office						
RCPSC	Research Culture and People Sub-Committee						
RIC	Research and Innovation Committee						
TU	Teesside University						
SHLS	School of Health and Life Sciences						

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Academic Management Leadership and Administration
Significant Responsibility for Research
Business Change and Improvement Projects
Employee Assistance Programme
People, culture and environment
Code of practice
University Research Ethics and Integrity Sub-Committee
Declaration on Research Assessment
Coalition for Advancing Research Assessment
Fixed-term contract
Researcher Development Programme
Organisational development and learning
Open Access

