1. **Approval of previous minutes**

   The minutes of the meeting held on Thursday 27 November 2014 were discussed.

   Item 9 – Title should be changed to **General Teaching and Research Matters**. 
   The discussion regarding relocation/removal expenses relates to both teaching and 
   research staff.

2. **Matters Arising**

   **Review and Development Scheme**

   Louise Milne introduced the new form for Review and Development for Research Staff. This will replace the current Q6 system for annual review. The form is currently out for consultation and Louise was requesting feedback. The form has been simplified, trying to be less bureaucratic.

   There had been concerns that that there was conflict between the aspects of post doc objectives and personal/career development. It had been suggested that there was separate management for the issues, perhaps a mentor being available to supervise the personal/career development. It was agreed that this may be useful for a Senior Researcher but not for a new post doc, the majority of researchers affected will be new. However, it was agreed that this would not be practical as it would lead to two processes, mentors are not routinely assigned to Research Fellows and it would not be possible to provide this for the 400+ Research Fellows currently employed within the University.

   Performance management is included in the Strategic Plan so methods for review and development are important for REF, Athena Swan and such like. The University needs to have a working system in place and people need to be willing to use it. It would be reasonable to expect that PIs take responsibility for the reviews of Research Fellows. The reviews can instigate a discussion to look at development needs and be a check that Research Fellows are completing their objectives and are performing their duties correctly.

   Louise Milne confirmed that she has been investigating software packages which would streamline the review process.
Update on payment for teaching for Research staff

Professor Woollins has placed the subject of the 12 hours teaching per semester without pay on the next agenda for the Head of School lunch for discussion.

3. Update on open-ended contracts and length of service profile.

Teaching Fellows

There are currently 48 Teaching Fellows on standard contracts and 40 on fixed term contracts. Louise will be investigating 2 of the fixed term employees to see whether he/she would be eligible for a standard contract.

The last report run by Human Resources confirmed that all Teaching Fellows were kept on over the summer months. The situation is improving and Head of School's are being encouraged to ensure there is no break in service.

Research Fellows

There are currently 406 Research employees, 95 (23%) of the research population are on standard contracts. Out of the remaining fixed term researchers, 235 have been employed by the University for one year or less.

Louise has agreed to find out how these figures stand in comparison to other UK Universities.

A question was asked as to where the funds for redundancy payments for RFs and TFs came from and it was confirmed that the payments come from the school budget.

4. Update on Athena Swan and diversity awards.

The Schools of Biology and Medicine are submitting applications for Athena Swan awards in April.

The Race Equality Charter Mark is also to be submitted soon.

5. Update from CAPOD

European Commission HR Excellence in Research Award

The University retained the award last year after the 2 year review. We will be subject to a 4 year external review next year.

In order to retain the award at the point of external review we need to demonstrate that the action plan submitted and published is being implemented. Jos Finer believes that the majority of actions are already implemented or are in progress. A meeting of the Human Resources Excellence Working Group has been scheduled to review the action plan and the University's progress against it on 1 April 2015.

Professor Woollins agreed to be the Academic lead and the working group will report to him periodically.
There is not currently enough research representation within the group to adequately demonstrate engagement with researchers. Jos would also like another Postdoc and a Principal Investigator to join the working group. If there are any interested parties please contact CAPOD.

**Research Staff Developer**

Interviews were held for this position on 19 March and the new appointed person should start by mid May. This will mean that CAPOD will then be able to schedule additional activities and resources.

**Lunchtime Legends**

Lunchtime Legends is a programme of lunchtime panel sessions with expert panellists, buffet lunch and networking. These take place every month, each on a different theme. Attendance of the first two have been good and feedback was positive.

Next panel session is scheduled for 30 March – Leading a Research Group with Christiane Helling, Frank Muller and Peter Woitke. The session is well booked but a few places may still be available.

The full programme is available on the University course booking system and publicised through newsletters.

**Passport to Research Futures**

There are currently 18 researchers participating on the pilot cycle of the scheme. It will be reviewed at the end of the semester to see how well participants are progressing and to get their feedback in the programme.

The Passport to Futures has not yet been extended to Teaching Fellows. Jos confirmed there are however HEA credited awards available for Teaching Fellows on the CAPOD website.

6. **CROS/PIRLS 2015 Surveys**

The last survey held in May 2013 had a low response rate, 15% return for CROS and 18.5% return for PIRLS. The result is important for the University's success in awards such as HR Excellence and Research and Athena Swan. The University is hoping to improve on the result this year and will be advertising the reward of £100 Amazon vouchers as an encouragement. This year we would like a return rate of at least 30%.

Although the response rate was low in 2013 the feedback was informative, as the core questions cannot be changed we hope to get a reasonable comparison.

7. **Teaching Fellow Survey – Progress**

Louise Milne distributed the attached guide to the Teaching Fellow Grades 6/7/8 for feedback. The University is trying to make it easier for Heads of School to understand the type of Teaching Fellows they have within the Schools, as many of
them currently hold different views. The Proctor has not given final approval to the document yet.

The concerns were:-
- you may have part-time TFs doing full-time jobs;
- TFs may be doing their original job and extra for development and as a result be overloaded;
  Ideally there should be an even balance.

Questions raised -

Q. Why research time could not be added to Teaching Fellow contracts?
A. Difficult as that is not what the Schools are looking for when they are advertising for a Teaching Fellow and it is not a contractual right. The University should maybe be more specific and state clearly what their requirements are when advertising for a Teaching Fellow.

Q. Why should the Head of School decide what Teaching Fellow research should be?
A. If a Teaching Fellow is pursuing a Teaching Fellow career they need to be doing pedagogical research for promotion. The research should meet both the needs of the School and the Teaching Fellow.

It was thought perhaps there was a difference between the Arts and Science Schools. Perhaps other activities such as project management should have the same value as research in a submission for promotion.

Q. Should a distinction be made in the job titles used?
A. Edinburgh University have recently advertised Professorial Teaching Fellow positions and this is becoming more usual within the UK. This is something that St Andrews is also looking into.

It was thought there was an issue in how the University develops Teaching Fellows so that it allows for promotion. Is a different process required?

8. General Teaching Fellow Matters

There is a Teaching Fellow meeting in April to discuss any issues. Louise Milne requested that they notify her of any overburdened Teaching Fellows. Louise would like to make contact with them so that she can discuss any relevant issues which could be brought to the Forum’s attention.

9. Separation of Teaching Fellows and Research Fellows into different Fora

The members in attendance confirmed they are happy with the mixed group. However, with the Teaching Fellows being in the majority it would be more useful if more Research Fellows could be encouraged to attend.

10. General Update from the Vice Principal (Research)

The University’s Strategic Plan is currently under review and comments have been returned from a small number of people. It will focus on the direction of the University and the recognition of the need to grow student numbers, currently 2% per year.
The University is almost ready to sign the contract for the biomass plant at Guardbridge within the next couple of weeks. Using this land it is thought that by May 2016 the University will be generating 13 mega-watts of green energy.

11. AOCB
   There was no other care of business.

12. Date and Time of Next Meeting
   To be confirmed.

Professor Derek Woollins
Convener