

Making the Most of P&DR for Research Staff: Guidelines for Reviewers and Reviewees

Background

Research Staff are vital for delivery of research in CMVM, and **it is important that they are supported as they develop their careers whether they are aiming for a career in or beyond academia**. This year has been particularly tough one for our early career staff, with COVID-19 impacting on output and interactions that are vital for career development. Being aware of, and making the most of, the many opportunities that are available for development is therefore more important than ever.

All research staff in CMVM are now offered an annual Performance & Development Review (P&DR). The standard CMVM P&DR form requires *identification of up to 6 key objectives, and a separate section on agreed professional/personal development plans for the coming year*. The P&DR thus provides an excellent opportunity for PIs and researchers to discuss career development, to encourage active engagement from an early stage with opportunities that enhance their current role and help transition to their next role. ***The recommendations below are designed to support both PI and researcher in discussion of training needs during the P&DR process.***

Recommendation for enhanced P&DR for Research Staff

- 1. In advance of the P&DR** Reviewee and reviewer should familiarise themselves with the *Code of Practise for Management and Development of Research Staff* and the *Research Staff Development, Training and Support Brochure* (links below). The excellent IAD generated '*Beginning you research position*' & '*Thriving in your research position*' guides will also be helpful for reviewees. We would encourage the use of the '*Thriving in your research position*' PDF guide (link below) and associated activity sheets to enhance reflection on resilience, research activity & career.
IAD programmes have now been moved online in response to Covid19, and have been supplemented by an excellent Pop-Up IAD workshops to support researchers in resilience, career planning, CVs and more. See the IAD website, the link to the IAD blog for researchers below, @EdMedECR and @researchersAtEd for further information.
- 2. During the P&DR** The Meetings guidelines in the *Code of Practise* provide a structure designed to identify researcher training needs, and if completed the '*Thriving in your research position*' activity sheets will help to shape discussion around development & careers.
- 3. During the P&DR** Use the *Research Staff Development, Training and Support Brochure* to identify relevant training opportunities, depending on career stage and discussion above. In addition **Edinburgh Research Office with the COVID-19 Adaptation and Renewal Team** have created an excellent new blog directed at **Early Career Researchers**, you'll find the link below. Also encourage consideration of mentoring in the University and training/mentoring opportunities with relevant professional bodies

(Phys Soc, Pharm Soc, Biochem Soc etc) & external organisations e.g. Royal Society of Edinburgh, SULSA. Record specific plans on P&DR form to ensure reflection on progress in the following year.

4. **During the P&DR** New researchers are now subscribed to the CMVM Research Staff mailing list (https://mlist.is.ed.ac.uk/lists/info/ecr_ems) when they start their research contract. If they are not on this list suggest that they join it so that they receive regular updates on research staff specific development and support.

Useful Links

IAD Code of Practise for Management and Development of Research Staff

<https://www.ed.ac.uk/institute-academic-development/research-roles/research-only-staff/advice/codes/code-practice>

IAD Research Staff 20/21 manual

<https://indd.adobe.com/view/b8065734-c0a9-4f67-aeb6-37b37dd229f8>

IAD Guide for New Researchers in Edinburgh

http://www.docs.hss.ed.ac.uk/iad/Researchers/Research_staff/Beginning_your_research_position_in_Edinburgh.pdf

IAD Thriving in Your Research Position

http://www.docs.hss.ed.ac.uk/iad/Researchers/Research_staff/Resilience/Thriving_in_your_research_position_FINAL.pdf

IAD blog for researchers with links to pop-up IAD training, and more

<https://blogs.ed.ac.uk/iad4researchers/>

Edinburgh Research Office 'Support for Researchers' Blog

<https://ue.sharepoint.com/sites/EdinburghResearchOffice/SitePages/Support-for-early-career-researchers.aspx>

For further information contact

Prof Gillian A Gray,
Head of ECR Experience, Edinburgh Medical School
gillian.gray@ed.ac.uk Twitter: @EdMedECR
March, 2021