

# Supplementary Prompts for Appraisers of Research-Active Staff

This document is intended to supplement the HR appraisal guidance by introducing some research-specific prompts, to help managers of research-active staff tailor discussions to the particular requirements of those undertaking research. The prompts are intended to help steer conversations, and should be selected and adapted accordingly.

## First Year in Post

### *Role*

- Have you completed the mandatory components of your **induction**?
- Have you participated in further induction opportunities for new staff?
- Are you clear on your **role and responsibilities**?
- Are you familiar with the **terms and conditions of your contract**?
- Have you reviewed the University's **research strategy, research ethics and research integrity policies**?

### *Career*

- Have you thought about what you want to get out of this experience as a researcher at Sheffield Hallam?
- Have you used the RDF Planner or equivalent to do a **development needs analysis** and produce a **personal development plan**?
- Have you sought out information about the range of **researcher development** opportunities at the University, such as the SHaRD Programme?
- Are you taking active responsibility for your **career planning**?
- Have you considered where you want to be in five years' time?

## Subsequent Years

### *Role*

- Do you feel you are being pro-active in **reviewing you work** and raising any issues?
- Are you **taking stock of your progress**, in line with your agreed work programme, and seeking appropriate feedback?
- Are you contributing to, or taking responsibility for, **writing publications and attending conferences** (as appropriate for the project and their career stage)?
- Do you have a **publication strategy** for this REF cycle?
- Have you considered how to maximise the **impact** of your research and its role in enhancing the economy and society?
- Have you been involved in **knowledge exchange, commercialisation or public engagement** activities?

### *Career*

- Are you **regularly reviewing your skills development** - recording your progress and setting further goals in your development plan - using the RDF Planner or equivalent?
- Are you making sure that you review your progress and career ambitions?
- Are you looking at **funding opportunities** for which you are eligible?
- Are you keeping your **CV** up-to-date?
- Are you finding and engaging with the **training and development opportunities** available to you (e.g. the SHaRD Programme, the QESS CPD Programme, professional recognition)?
- Are you maintaining and developing useful **networks**?
- Are you aware of the possibilities for progression and promotion?
- Have you considered opportunities for **expanding your role**, e.g. writing grant applications, joining committees, teaching duties?
- What **peer-review** and supporting development have you been involved in, e.g. of colleagues' funding proposals, research practices, draft research outputs?
- Have you considered acting as a **mentor** to an early-career researcher (or thesis completion mentor to a final year doctoral student if they are an ECR)?

### **Final Year of Fixed-Term Contracts**

#### *Role*

- The prospects for your **continuing employment** on this project, if I want to stay, are...
- Have you sought to discuss the possibility of **ongoing work or redeployment**?
- Have you contributed to planning the **continuation of the project** (if appropriate)?
- Are you familiar with the **University procedures** relating to the ending of fixed-term contracts and redeployment?

#### *Career*

- Are you taking **active steps** to secure your next job, including looking beyond academia?
- Have you made full use of the **careers advice** and resources that are available to you?
- Have you **identified any possible sources of research funding** for which you are eligible and may wish to apply?

### **Development Opportunities**

Appraisers are encouraged to direct appraisees to the Academic CPD and SHaRD websites, which outline the range of relevant development opportunities available:

<https://portal.shu.ac.uk/sites/acpd>  
<http://shardprogramme.wordpress.com/>

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