Concordat Implementation Plan 2016-2018 – Italics denote new actions for this plan or new indicators of success for ongoing actions.

Aims and actions for the implementation of the Concordat principle (Target date)	Indicators of Success	Responsibility
Principle 1		
1. i) Review and increase awareness of Research Staff Code of Practice through Recruitment & selection training and other routes, measure awareness in CROS (Awareness raising to continue ongoing, Review Code June 2017).	10% increase in the level of awareness of COP in CROS 2017 relative to CROS 2015	CAP Research Office
Initiate monthly welcome email to new research staff inform of COP and to indicate avenues for support and development at Loughborough University (June 2017).	All new research staff to receive email within two months of start date.	
1. ii) Implement the reduction of Fixed Term Contracts (Review May 2017 and annually thereafter)	Reduce the percentage of research staff employed on Fixed Term Contracts by 10% by October 2018.	Human Resources Planning
Action: investigate recruitment policies in light of funding changes and potential scenarios around exit from European Union (September 2017)	Submit report on recruitment on fixed term contracts to Research Committee by September 2017.	
Principle 2		
2. i) Raise awareness of Code of Practice to new research staff and new PIs (June 2017 and annually thereafter). Add specific question into CROS to monitor Awareness of Code of Practice (April 2017)	Assess through CROS 2017. 10% increase in the level of awareness of COP in CROS 2017 relative to CROS 2015.	Research Office, Centre for Academic Practice, and Human Resources.
Add section on Code of Practice into "Introduction to Research" and "Welcome to Loughborough" events for new staff.	Information added to relevant courses by October 2017.	

2. ii) Review Code of Practice for Employment of Research Staff. Any changes in Code agreed with LURSA, Union, HR Committee and published. Revised date Se32.2 (]TJ -0.003 r1-SAs)-7.2 Tw Td 23 (s)9.6 (e)51ami 111BT 7.626re f 36.24 301.2 40359.16 r

University level (Revised date January 2018)

improved CROS and Staff Survey Responses and feedback from individual events and

Undertake a review of the induction for new Research Staff across all Schools (Not progressed by 2015, revised date September 2017).

Add specific question to CROS 2017 to allow future monitoring April 2017

	grants that include CPD costs by May 20	
Work with Research Projects Team (Research Office) to improve engagement with this, and to monitor effectiveness (Revised date May 2017)		
2. vii) Monitor uptake of PDR by research staff on an annual basis following each PDR cycle (May 2017 and ongoing)	Compared to CROS 2015, 20% increase in	

A further five research staff per year to

Collection of destination information (June 2017 - July 2018)	will be gained	
7. iv) Evaluate destinations over a period of time information to inform future Concordat Implementation Plan activities (ongoing, starting August 2016)	Completed Evaluations will be received a processed with new actions arising, these will be incorporated into the Concordat Action Plan.	Human Resources Research Staff Working Group
7. v) Research Staff Working Group should continue to meet and review progress against Concordat Implementation Plan (November 2017 and annually thereafter).	Regular meetings will take place, with a range of stakeholders including Research Staff. Action plan will be updated regularl	Research Office
7 vi) Identify new actions resulting from the Staff Survey for the Research job famil incorporate at least two new actions with SMART objectives into the Concordat Implementation plan as a result of this comparison including deadlines for action and evaluation (May 2017).	At least two new actions will be identified and incorporated into the plan	Research Office

Glossary

CAP	Centre for Academic Practice
CROS	Careers in Research Online Survey
HEA	Higher Education Academy
HR	Human Resources
ILM	Institute of Leadership and Management
LUPE	Loughborough University Portfolio of Evidence
LURSA	Loughborough University Research Staff Association
PDR	Performance and Development Review
PGCAP	Postgraduate Certificate in Academic Practice
PI	Principal Investigator
RA	Research Associate
ROTOR	Recognition of Teaching for Researchers
SMT	Senior Management Team