



HR Excellence in Research

ACTION PLAN FOR 2020 – 2022



Action 1. Online ethics course – available for all

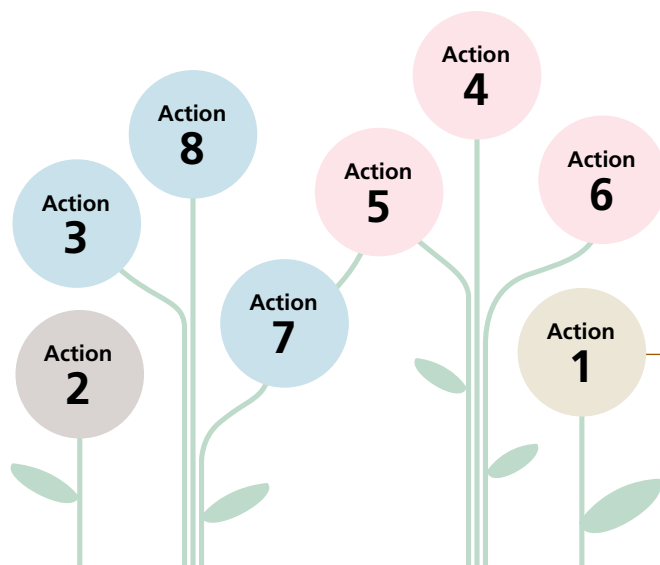
TARGET

To raise awareness and knowledge of research ethics in the research community and contribute to an ethical approach on individual and group levels.

ACTUAL DELIVERIES

- 1.1 Course design.
- 1.2 Online ethics courses in Swedish and English ready to launch.

Responsible unit: Medical Ethics



Action 2: Overview of good research practice and legal compliance

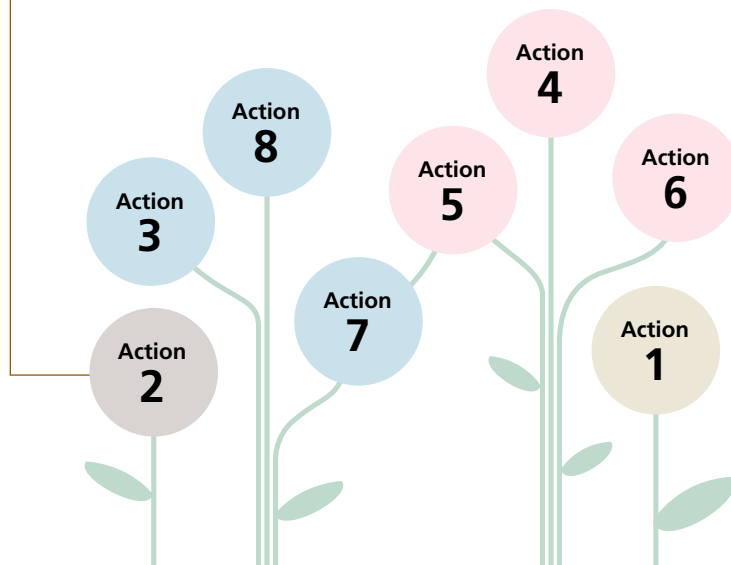
TARGET

To present information on research compliance comprehensively and in an easily accessible manner with the aim of increasing knowledge and compliance.

ACTUAL DELIVERIES

- 2.1 Compiling existing information.
- 2.2 Proposal for an online model/web overview.

Responsible unit: Research, Collaboration and Innovation



Action 3: Research communication support and training

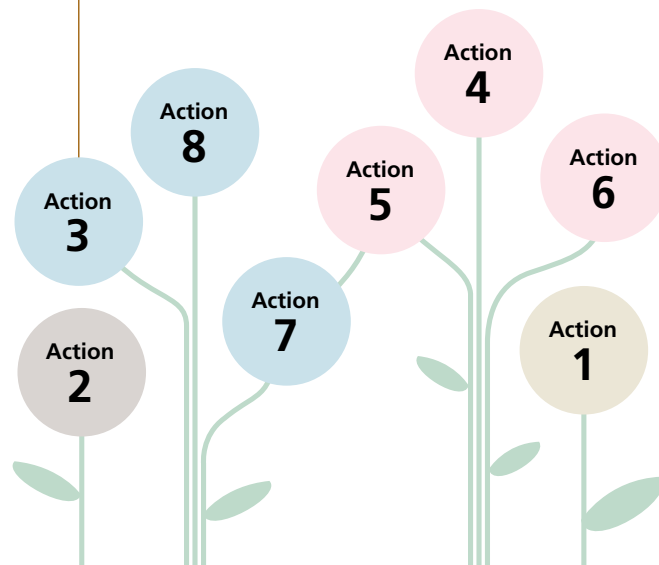
TARGET

Effective and appropriate support to researchers at different levels in the organisation.
Increased knowledge of research communication among researchers.

ACTUAL DELIVERIES

- 3.1 Follow up previous project(s).
- 3.2 Develop courses/activities within career-development concept(s).

Responsible unit: Research, Collaboration and Innovation



Action 4: Accessible information regarding terms of employment

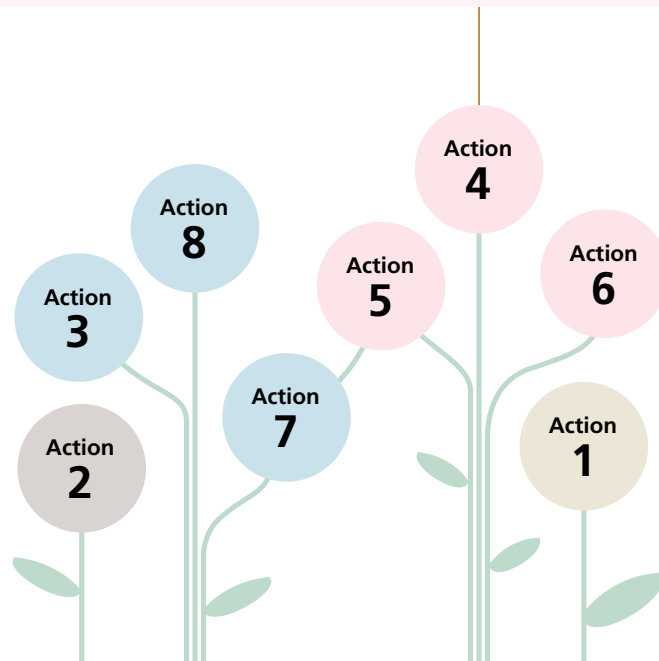
TARGET

To provide easily accessible and comprehensive information to employees, presumptive staff and others on the Lund University website, in both Swedish and English.

ACTUAL DELIVERIES

- 4.1 English versions of documents and webpages regarding terms of employment.
- 4.2 Information (in Swedish and English) on LU websites regarding terms of employment adapted for various target groups, also in relation to recruitment and career development. Follow-up through surveys.

Responsible unit: Human Resources Division



Action 5: Clarify the processes of recruitment

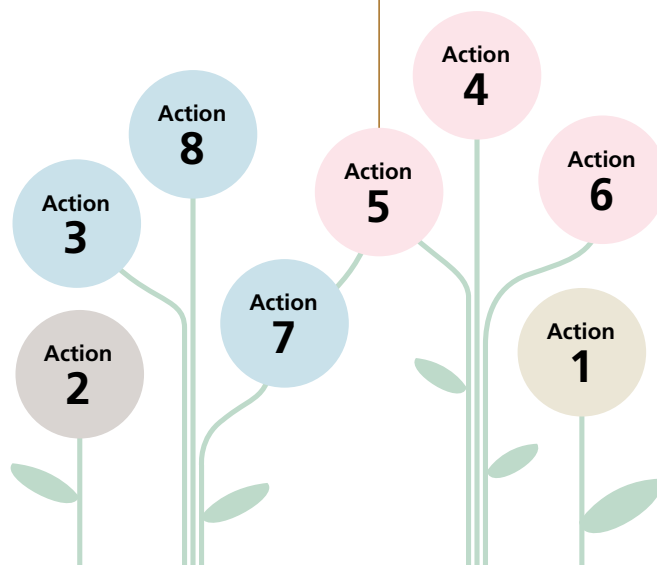
TARGET

Effective and high-quality recruitment processes in all research appointments.
Increased knowledge of recruitment for all staff involved.

ACTUAL DELIVERIES

- 5.1 Updated and communicated appointment rules.
- 5.2 A clear, effective and high-quality recruitment process is in place for all research positions. The process is published on external and internal websites, in Swedish and English.
- 5.3 Templates and support tools in Swedish and English for recruitment managers and administrators on the internal website.

Responsible unit: Human Resources Division



Action 6: Clarify the onboarding process

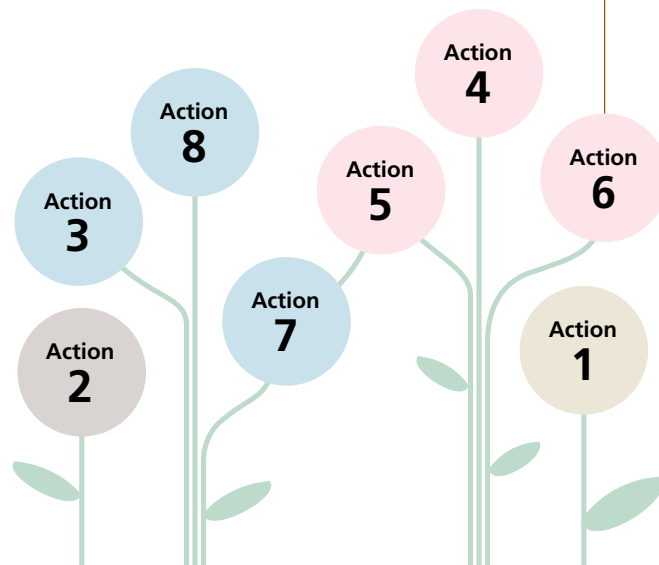
TARGET

Ensuring that a new employee is prepared to contribute early and effectively in his/her new role and increasing the employee's comfort level in the workplace.

ACTUAL DELIVERIES

- 6.1 Onboarding process produced for incoming international staff.
- 6.2 Checklists produced regarding the introduction of newly employed staff.
- 6.3 Welcome package for incoming international staff is available.

Responsible unit: Human Resources Division



Action 7: Improve professional development

TARGET

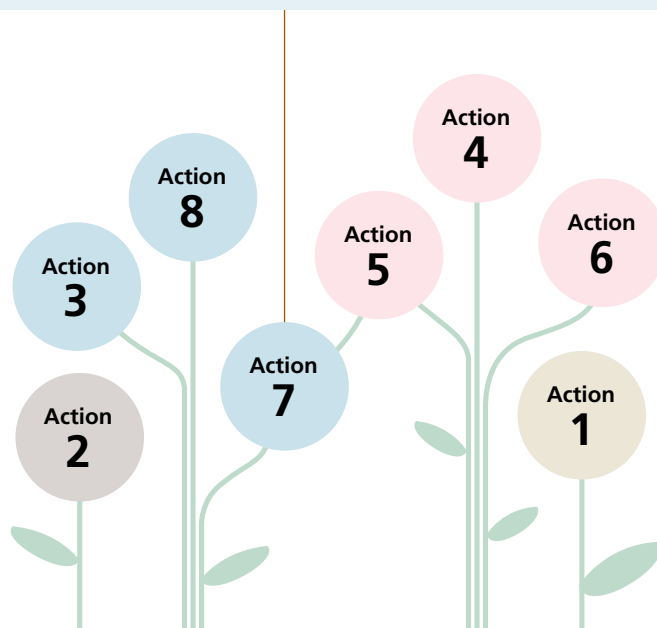
Improved courses for professional development

- recruitment
- supervision
- teaching and learning in higher education.

ACTUAL DELIVERIES

- 7.1 Introduction course for new members of appointments boards is produced and implemented.
- 7.2 Procedures for who is to pay for courses and which accounts are to bear the cost of supervision are to be drawn up.
- 7.3 Mapping of the need for courses in the English language.
- 7.4 Mapping of the need for more frequent courses on teaching and learning in higher education in English.
- 7.5 Completed review of supervisor training and the supervisor role, in relation to the time available and to the line managers.

Responsible unit: Human Resources Division



Action 8: Further develop career concepts and support

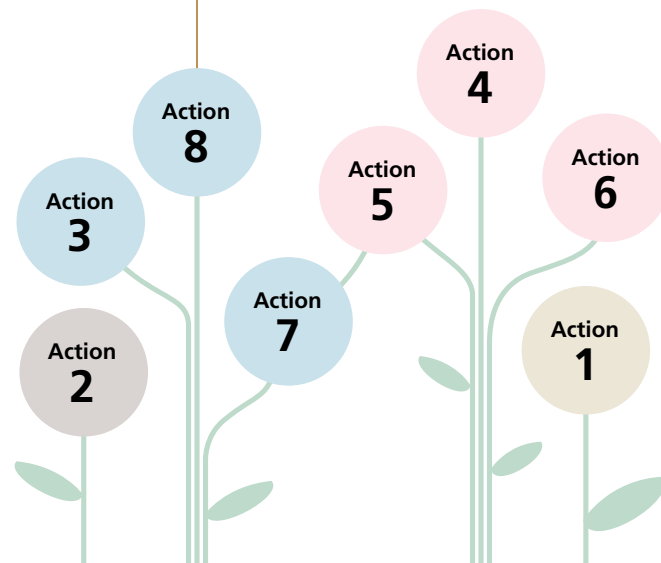
TARGET

In order to attract, retain and develop employees, Lund University needs to continue its work on career-development opportunities in English for all researchers, within and outside academia.

ACTUAL DELIVERIES

- 8.1 A career concept for staff in senior postdoctoral positions is produced.
- 8.2 Completed inquiry into possibilities to create mentor programmes for different target groups.
- 8.3 Compile information on external collaboration partners and external stakeholders.
- 8.4 Highlight jobs outside academia which can be applied for with a doctoral degree.
- 8.5 Completed inquiry into internship possibilities in companies/public authorities for young researchers.
- 8.6 A target-group-adapted guide has been produced in which funding is linked to careers.
- 8.7 Proposal for a changed organisation for career support.

Responsible unit: Human Resources Division



What happens now?



The various actions have different delivery dates, but all of them have one thing in common: They have to be done by the autumn term of 2022. At that time, Lund University will perform a self-evaluation and send it to the European Commission in order for us to retain the certification HR Excellence in Research Award.

In 2023 it will be time to start working with the next action plan, with new important deliveries, all aiming to make Lund University an even better workplace for researchers, fulfilling the EU Code of Conduct – step by step.

MORE INFORMATION

Detailed information about the ongoing work in the project is found in our blog: <https://hrstrategies.blogg.lu.se/>

General information about the HR Excellence in Research Award is found on Lund University's websites:
<https://www.lu.se/om-universitetet/jobba-hos-oss/hr-excellence-research-award>
<https://www.lunduniversity.lu.se/about-lund-university/work-lund-university/hr-excellence-research-award>