

Researcher's Career & Development Review

The department has two Advisors for Early Career Researchers (AECR), currently *Professor Xenia de la Ossa* (if you are based in the North Wing) and *Professor Cora Cartis* (if you are based in the South Wing). The AECRs will contact you to arrange an individual meeting; if you have not heard from your AECR within a month of your arrival in the department, please email delaoossa@maths.ox.ac.uk (North Wing) or cartis@maths.ox.ac.uk (South Wing).

In particular the AECR will discuss with you the department's Career Development Review for ECRs (form below). ECRs in the department should normally have an annual Career Development Review.

OBJECTIVE

To attract and retain the best and the brightest, we aim to make the department an outstanding workplace for researchers, where researchers' contributions are celebrated and their professional and career goals are fully supported. The purpose of this Career & Development Review (CDR) is to give researchers an opportunity to reflect on their current work, and develop an ambitious plan for the future.

This review is not linked in any way to references, discipline, reappointment or promotion.

INSTRUCTIONS

For Researcher: Please attach an up-to-date copy of your CV.

- Submit this form with an up-to-date CV to the interviewer at least one week before your scheduled review.
- Answer the questions below – please expand the text boxes as necessary. The questions ask you to think about your achievements and plans in key areas which researchers typically need to develop in order to progress their careers, whether in or outside academia. Questions in the left column generally refer to achievements, or skills and experiences that you have already gained. The right column prompts you to consider your future plans. Consider appropriate timelines or deadlines for your future actions, as well as support offered by the University (<http://www.ox.ac.uk/research/support-researchers>).

For Interviewer: Review the form and CV prior to the scheduled meeting.

- Discuss the researcher's career goals and help identify areas where she or he could take action to further these, giving suggestions on the CV.
- Assist with selecting and prioritising concrete actions to accomplish, and suggest realistic targets and deadlines.
- Consider training and resources available through the department, MPLS Division, People and Organisational Development, Career Services, and Research Services (<http://www.ox.ac.uk/research/support-researchers>).
- If there is a colleague within the department or even outside the department or University who may be able to assist the researcher, consider facilitating the connection.
- Write down your comments to summarise any advice, guidance, and suggested next steps given.

Meeting and follow-up: The researcher and interviewer meet to discuss the researcher’s achievements to date, and the main activities that the researcher should complete in the next 6 to 12 months to realise those plans. Agree objectives and next steps for the following 6 to 12 months and note these at the end of this form. Both parties should keep a copy of this form and the interviewer should provide a copy to the departmental HR office.

CONFIDENTIALITY

Only the researcher, interviewer, and departmental HR office should retain the completed documentation, and strict confidentiality should be maintained. Where general matters of concern are raised, confidentiality should be preserved and individuals should not be named.

If you have any questions about CDR, please contact: Prof Xenia de la Ossa (de-la-ossa@maths.ox.ac.uk) or Prof Cora Cartis (cartis@maths.ox.ac.uk).

Name:

Contract start date: _____ End date:

Principal Investigator, Mentor or Interviewer:

CURRENT POST AND CAREER ASPIRATIONS

What are your current job responsibilities and the focus of your research thus far? What are your key achievements from the last 6 to 12 months?	Where do you see yourself working in 3 to 5 years? What do you hope to achieve in your career in the long-term?

WRITING AND PUBLICATIONS

What papers have you published? Do you have any other recent writing experience (e.g. grant applications, assisting with peer review, journal editing)?	What papers are you currently writing? What future writing projects have you planned?

JOB SKILLS, PROJECT MANAGEMENT & TRAINING

Have you worked on collaborative projects or supervised others? What training opportunities have you participated in within the last year?	What skills or training might you need?

COMMUNICATION SKILLS

What opportunities have you had to practise oral communication skills (e.g. as class tutor or lecturer, at conferences, seminars, outreach and public engagement activities)?	What specific opportunities should you seek to improve your communication skills?

NETWORKING

Have you attended, helped to organise and/or presented your work at internal or external conferences or seminars? Joined or taken leadership roles in any professional societies or networks? Made connections with collaborators outside your own group (e.g. locally, nationally, internationally in academia or industry)?	What future networking, collaboration, or leadership opportunities can you take advantage of?

TEACHING AND SUPERVISION

What experience have you had with teaching and supervising or managing junior group members or students (e.g. intercollegiate classes, college tutorials, graduate lecture course)?	What other teaching and supervising experiences would be beneficial?

FUNDING, FELLOWSHIPS AND AWARDS

Your publication record is a strong indicator of possible fellowship success, with increasing importance as the time from DPhil completion increase. Have you discussed with the Research Facilitation team whether your CV supports the case for a fellowship application(s)?	Are you intending to apply for any fellowships in the next year?
Are you central to the success of a particular proposed project? (This may strengthen your case for applying for a fellowship, for which the success rate is less than 5%).	What unique opportunities might you have, based on your experience to date? Does your publication record support your aspiration?
Have you made any links with leaders in the field who might be persuaded to prepare and submit a grant application joint with you, where you are a named researcher on the project? (The success rate for this mode of funding is between 30 and 50%).	How might you build on any such links?
Have you been awarded or applied for any grants or other awards/recognition?	Are there future opportunities to make grant applications?
Do you, your supervisor or PI have collaborators overseas?	Are there opportunities for you to work with international collaborators?

IMPACT AND ENTREPRENEURSHIP

Have you considered the possibility of a spin-off or other impact from your research?	Are there any opportunities in this direction which you could pursue?

OTHER THOUGHTS? ANY PROBLEMS ENCOUNTERED?

DEVELOPMENT ACTIONS FOR THE NEXT 6 to 12 MONTHS:

Date of Meeting:

Researcher Signature:

Interviewer Signature: