

List of responsibilities for research groups in supporting academic staff and graduate students

A proposed list of the main responsibilities of research groups in supporting their members is given below. The expectation is that each group should distribute those responsibilities among a number of specific individuals to ensure that they do not get forgotten, and that the list, with names attached, should be available on the departmental web pages (to members of the department only).

Each research group would allocate the responsibilities to some number of individuals (depending on the size of the group and the views of its members). These roles should be allocated, normally for 3 years at a time (but taking account of sabbaticals and other temporary changes in circumstances) on a renewable basis, by the HoD after consultation with the members of the group in question and the Nominations Committee. Research groups should be encouraged to rotate these roles among the members of the group, taking issues of career development into consideration. Undertaking these roles will form part of the existing job description for academic staff, and Nominations Committee will take account of these roles when advising the HoD on the allocation of other departmental duties.

Many academic staff have close links to, or indeed belong to, several different research groups. Individuals would be able to carry out one of these roles for any of the research groups to which they belong. It would be helpful, however, if graduate students and postdocs were each allocated to a single (or at least a primary) research group, and were listed on that group's web page.

Suggested responsibilities of research groups, to be allocated to individual members:

1) **Head of Research Group (HoRG).** The HoD would be able to delegate duties to HoRGs when appropriate (for example responding to external or university consultations). In particular the HoRG should be willing to offer non-compulsory annual career review meetings with permanent academic staff in the group, although the compulsory five-yearly reviews would be carried out by the HoD (or perhaps sometimes an Associate HoD, but with academic staff being able to request that the HoD conduct the compulsory review). The HRG should also be willing to undertake annual Career Development Reviews for ECRs when asked to do so by the Associate Head of Department for Career Development. The HRG would be expected to liaise with both the HoD and the rest of the research group on the future direction of the research group and any possible new appointments.

The distribution of other responsibilities would be expected to vary from group to group, depending on the size of the group. The allocation of duties would be available to members of the department on the department's website with a link from the research group's web page. In addition to the normal contributions associated with research group membership, for example mentoring graduate

students and postdocs, these might include the following (several of which would normally, but not necessarily, be carried out by the HoRG):

2) **Research Committee.** Liaising with the Chair of Research Committee (as the group's representative on the committee if it has one) and the committee secretary (currently Alexander Górdon) on matters relating to that committee, and making sure that all academic staff and ECRs in the research group are aware of the committee's relevant policies, including sources of research funding and other research support.

3) **Workload.** Liaising with the Associate Head of Department for Planning and Resources, as chair of the Nominations Committee, and the DGSs on monitoring workload and supervision load for academic staff in the research group.

4) **Career Development.** Liaising with the Associate Head for Career Development on career development for members of the group, in particular Early Career Researchers.

5) **Seminar organisers** (could be postdocs). Responsibility for organising the group's research seminars.

6) **Graduate admissions.** Liaising with the DGSs and the Graduate Studies Assistant on graduate admissions for the group.

7) **Webpage** (could be a graduate student). Being responsible (in liaison with IT) for keeping the group's online presence informative and up to date.

8) **REF.** Being responsible (in liaison with IT) for ensuring that members of the group make their publications available on open access as required for the next REF,

9) **Graduate students on course.** Liaising with a graduate student coordinator for the research group on finding suitable mentors for graduate students (both DPhil and MSc) in the group.

10) **OMMS.** Being responsible for OMMS admissions and for OMMS students in the relevant area, if the proposals for the new MSc come to fruition; in particular being a member of the admissions panel, being (or finding) an academic advisor for each OMMS student in the area, ensuring that suitable dissertation topics are set and being (or finding) the second marker for dissertations in that area. There might also be a system of (optional) seminars given by MSc students at the end of MT to other students in the same area; the faculty member responsible for that area might attend those seminars (and then would be in a good position to write references for those students when making applications for the following year).