

## **Career Management and Development for Research Faculty Good Practice Guidelines for Principal Investigators**

**Your role as a supervisor of research faculty includes a range of responsibilities to help the research faculty you work with to manage and develop their career. There are many ways in which you can help research faculty manage their career development.**

### **What You Can Do:**

#### *To help research faculty develop a portfolio of research-related skills*

- [ ] discuss with them how they might develop any additional skills that they need in order to do their job
- [ ] discuss their career development with them at least six monthly intervals and where appropriate ensure that appraisals are carried out (i.e. annually)
- [ ] be aware of other staff in the university that can help research faculty with their career development and refer on where appropriate (e.g. Staff Development Unit; Career Development Unit)
- [ ] involve research faculty in team meetings and other relevant activities relating to the project
- [ ] help them to identify, and where possible, provide opportunities for them to develop additional skills that will be of benefit to their future career

*This might include:*

- [ ] encouraging them to publish or contribute to publications relating to their research
- [ ] enabling them to have time out to write research papers
- [ ] involving them in preparing future research grant applications
- [ ] encouraging them to advise and support PhD students
- [ ] giving them some administrative responsibility
- [ ] giving them reasonable release time to attend conferences and training courses
- [ ] advising them how to establish links with industry or enabling them to undertake consultancy work
- [ ] monitoring the project workload to take account of the fact that they will need to take some time at the end of a contract to find the next job, attend interviews etc.
- [ ] providing opportunities for them to keep up-to-date with new developments within their field, i.e. by attending conferences, trade shows, exhibitions, reading relevant publications

#### *To support them in their next career step*

- [ ] provide advice to research faculty wishing to pursue a career in academia including some feedback on whether you think they would be suited to such a career. Refer them to colleagues who may be able to provide specialist advice on careers in your field
- [ ] keep them fully informed of the likelihood of future employment with the University and tell them at a reasonable time (at least four months) prior to the end of contract if further funding is not available
- [ ] discuss with them ways of securing further employment within the university, if appropriate
- [ ] play an active role in supporting research faculty to plan their next career move i.e. discuss with them at least six months prior to the end of their contract what their plans are and how you can support them

*This might include:*

- [ ] discussing how they can prepare for the end of their contract
- [ ] talking to them and providing advice about their career goals and possible career options
- [ ] helping them to make contact with relevant people who can advise them on career options and how to market their research skills to industry, i.e. contacts in industry, other colleagues

(See the University's arrangements for dealing with fixed term contracts at <http://www.sussex.ac.uk/Units/staffing/personnl/policies>)

#### *To ensure current policies are implemented and monitored*

- [ ] recognise that you have a responsibility to help research faculty with their career management and development
- [ ] ensure that you carry out any action that you have agreed to take in order to help research faculty with their career development