

Career Management and Development for Research Faculty Good Practice Guidelines for Research Faculty

As well as the support you should receive from your principal investigator and the University to help you with your career development, you have an integral role in managing your own career. There are many ways you can develop and effectively manage your career while working at the University.

What You Should Do To Manage and Develop Your Career:

- [] Think ahead ! You need to start thinking about the next step in your career as soon as possible and at least six months before the end of your contract. You also need to think about how your next step fits in to your overall career plan
- [] Decide if you want your next career step to be academia or elsewhere
To help you do this:
 - talk to your supervisor about ways of continuing working in the School/Unit, if that's what you want to do e.g. who the relevant funding bodies are etc. look at the internet sites of funding councils for possible sources of funding
 - ask your supervisor, your peers or the careers service to help you identify the skills that you are developing as a researcher. Once you know what you can offer you are in a better position to start identifying possible employers
 - talk to your supervisor about your goals. Involve him / her in helping you to achieve them wherever possible
 - find out if there is a School/Unit research faculty contact, or another member of staff you can talk to, if you are unhappy about talking to your supervisor about these issues
 - identify people you can talk to about your career plans, such as your supervisor, other members of academic staff in your School/Unit, former research faculty; ask your supervisor to suggest contacts in industry you can talk to about your career plans; ask your supervisor which types of employment previous research faculty have gone on to; ask if you could contact them for help or advice
- [] Keep up-to-date with job vacancies in your field by:
 - regularly browsing the Times Higher, other national broadsheets, professional journals in your own and related areas
 - regularly look at relevant web sites, e.g. jobs.ac.uk; cvs.ac.uk
 - ask your colleagues for suggestions about which are the most relevant resources in your area.
- [] Try to establish contacts and networks that you may be able to draw on for help and advice in the future.
Some examples are:
 - staff in your School/Unit
 - other research faculty that you meet at courses and conferences,
 - involve yourself in talking to collaborators / sponsors inside and outside
 - academia, join professional interest email groups, mailing lists, or
 - a professional journal or association.
 - ask your supervisor to refer you to other contacts in your field; identify other research groups within the University which use the same techniques and establish contact with the relevant people in these units

What Support Your Supervisor Should Provide:

Your supervisor also has a number of responsibilities in helping you to manage and develop your career. During your contract you can reasonably expect that your supervisor will:

To help you develop a portfolio of research-related skills:

- [] discuss with you how you might develop any additional skills that you need in order to do your job
- [] discuss your career development with you at least six monthly intervals
- [] help you to identify, and where possible, provide opportunities for you to develop additional skills that will be of benefit to your future career.
This might include:
 - [] encouraging you to publish or contribute to publications relating to your research

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

To help you prepare for the end of your contract:

- discuss how you can prepare for the end of your contract
- discuss your next career step at a reasonable stage prior to the end of your contract and advise on appropriate strategies
- talk to you and provide advice about your career goals and possible career options
- help you to make contact with relevant people who can advise you on career options, i.e. contacts in industry, other colleagues
- keep you informed of the likelihood of extensions to your current contract and future employment with the university
- discuss with you ways of securing further employment within the university, if appropriate