Welcoming and managing researchers
The Principal Investigator (PI)/research staff manager plays a key role in supporting the career development of their research staff throughout the research contract(s).

This leaflet outlines key information and resources available to support PIs in effectively welcoming and managing research staff.
The induction process helps researchers to establish themselves quickly in their role and to identify any development needs.

BEFORE NEW MEMBER OF STAFF ARRIVES

- Ensure the School Admin Office are aware of the new starter and start date. Arrange space and appropriate resources/infrastructure for the new staff member.
- Refer the new member of staff to the Welcome Guide which can be found on the New Research Staff web page.
  ► sussex.ac.uk/staff/research/newstaff
- New research staff coming to Sussex from overseas need support before they arrive. Refer staff to the International Research Staff web page.
  ► sussex.ac.uk/staff/research/international

UPON ARRIVAL/FIRST DAY:

- Be there to meet your new member of staff on their first day and ensure they visit HR with all relevant documents.
- Introduce them to group members and other key members of the department.
- Arrange a health and safety and IT induction.

WITHIN FIRST MONTH OF APPOINTMENT

It is a University expectation that new members of research faculty should meet with their manager within the first month of the research contract to discuss and agree some initial research and career development objectives.

- You should refer to the guidance for start of contract objective setting and career development discussions.
  ► sussex.ac.uk/staff/research/newstaff
- To support discussions relating to professional development activity, please refer to the Research Staff Professional Development Guidance.

OTHER KEY POINTS TO INCLUDE IN RESEARCHER INDUCTION DISCUSSIONS

- Provide an indication of your expectations e.g. outputs, performance, reporting, progression.
- Encourage them to attend the ‘Researcher Induction and Welcome Lunch’ hosted by the Research Staff Office.
- Explain their entitlement to appraisal, training and development, regular career development discussions, including information about the promotion process.
- Provide information about any entitlement to funds to attend conferences, travel or undertake training etc.
**RESEARCH STAFF MANAGEMENT**

**Researcher appraisals**
Appraisers should meet with research staff appraisees during the annual appraisal process at Sussex to discuss progress against their research objectives as well as their career development aspirations and goals.
▶ sussex.ac.uk/staffdevelopment/appraisal/research_staff

**Researcher promotion**
All Research Fellows (grade 7 and above) are eligible to apply for promotion via the academic promotions process. PIs/Managers should direct research staff to information about the promotion procedures.
▶ sussex.ac.uk/humanresources/personnel/promotionrewardprocedures

**Researcher policies and processes**
Please familiarise yourself with important policies, guidance and support relating to your researchers’ employment and development at
▶ sussex.ac.uk/staff/research/pi

Research Staff Policy and Resources Library
▶ sussex.ac.uk/staff/research/policylibrary

Human resources policies
▶ sussex.ac.uk/humanresources/personnel/policies

Family Friendly Policies
▶ sussex.ac.uk/humanresources/personnel/familyfriendlypolicies

**ESSENTIAL RESOURCES**

Find a quick reference list below of essential documents and guidance for yourself and your new member of research staff which are all available at:
▶ sussex.ac.uk/staff/research/pi

- Guidance and templates to support your start of contract objective setting and career development discussion
- Research Staff Professional Development Guidance
- Research Staff Welcome Guide
- Research Staff Appraisal Guidance
- Research Fellow Promotion/Reward Procedure
- Fixed Term Contract: Management Guidance
- Information about fixed term vs indefinite contracts
- Equality and diversity resources and information

**DEVELOPING YOURSELF AS A MANAGER**

Members of staff that manage fixed-term research staff should attend the Staff Development Unit (SDU) course ‘Fixed Term Contracts’ and explore the other management related courses available.
▶ sussex.ac.uk/staffdevelopment

You may also wish to take a look at external guidance from Vitae on supervising and managing researchers and developing yourself as a PI.
▶ vitae.ac.uk/doing-research/leadership-development-for-principal-investigators-pis

Additional resources and all of the information and documents referred to within this leaflet can be found at
▶ sussex.ac.uk/staff/research/pi
UNIVERSITY SUPPORT FOR RESEARCH STAFF

The Research Staff Office within Research and Enterprise Services coordinates policy and projects to support the professional development of research staff at each stage of their research career at Sussex.

► sussex.ac.uk/staff/research/rso

More information and online resources are available on the comprehensive research staff webpages

► sussex.ac.uk/staff/research/researchstaff

As a manager you should make your research staff aware of the support available to them from the Research Staff Office, which includes:

• Researcher Induction
• Professional development workshops and events
• 1:1 Professional development coaching
• Mentoring and networking opportunities
• Opportunities to gain committee experience as a Research Staff Representative

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Research Staff Office

- Researcher induction events
- News and information
- Coaching and mentoring
- Confidential contact point
- Researcher community
- Training and development
- Representing your needs