HUMAN RESOURCES STRATEGY FOR RESEARCHERS, ACTION PLAN FOR ÅBO AKADEMI UNIVERSITY 2021-2022

CHARTER AND CODE PRINCIPLE(S) to which the Action is related to	ACTION	RESPONSIBLE UNIT at ÅAU TIMING	INDICATOR(S) / TARGET(S)
Ethical principles Professional attitude Contractual and Legal Obligations Good practice in research	1. Improve the support for researchers for management of research data throughout the data life cycle	Research Services Q1-Q4/2021 ÅAU Library Q1/2021-Q2/2022	- ÅAU Research Data Support Network formally established by Q2/2021, dedicated action plan Q3/2021 guides and training in place Q4/2021 - Contacts to researchdata@abo.fi, research data management online guide unique visits, training hours and partication, survey on rdm practices - Resources +1 working year 2021 - Completion of action plan: 2021 0%, 2022 50%, 2023 100%
Ethical principles Contractual and Legal Obligations Good practice in research	2. Organise GDPR-related training for researchers on the management and protection of personal data and sensitive personal data	ÅAU Library, Research Services, ICT Services, Legal Affairs (Research Data Support Network) Q2-Q3/2021	- Training in place Q3/2021, offered yearly - Training hours and participation
Professional attitude Contractual and Legal Obligations	3. Develop the introduction processes for new employees/researchers/managers, to ensure that all new researchers receive an introduction related to research-specific processes at ÅAU. Develop and harmonise models and checklists for introduction, to support the academic managers in the introduction	Personnel Services in cooperation with the other supporting units Q2-Q4/2021	- Models for the introduction of new employees/researchers/managers in place and in use throughout ÅAU by Q4/2021 - Updated checklists and manuals available on the intranet by Q4/2021
Contractual and Legal Obligations	4. Organise training regarding contractual and legal obligations	Legal Affairs Q2, Q4/2021, Q2, Q4/2022	- Training offered twice a year - Training hours and participation
Good practice in research	5. Develop common safety protocols throughout ÅAU, including the obligation of new researchers to go through a certain introduction to laboratory safety when getting access (keys) to facilities	Deans, FNT Technical Service Unit and Facilities Services Q1/2021-Q4/2021	- Common safety protocols in place by Q4/2021

Non discrimination	6. Organise training for Faculty and staff members. Five workshops introducing key areas that help enhance diversity, equity and inclusion and create a more inclusive, non-discriminatory and accessible work place for all: - Anti-racism in Academia - Dimensions of power, privilege and opression - Disability rights and awareness - Gender identity and gender awareness - Intercultural awareness and communication	Personnel Services Q1/2021-Q4/2022 (to be continued in the next implementation phase)	- Workshop 1 in Q1/2021 - Workshop 2 in Q3/2021 - Workshop 3 in Q1/2022 - Workshop 4 in Q3/2022 - Workshop 5 in Q1/2023
Non discrimination	7. Systematic follow-up of the intranet, to check and ensure that all relevant information is provided in both Swedish and English, and both language versions are up-to-date	Communications and all units Q2, Q4/2021, Q2, Q4/2022	- Up-to-date information on the intranet in both Swedish and English - Reminders twice a year to all staff members responsible for intranet pages
Evaluation/appraisal systems Recognition of the profession Working conditions Career development Value of mobility Access to career advice Teaching Access to research training and continuous development	8. Develop a model for conducting development discussions with all researchers (both employed researchers and grant researchers), to better support their working conditions and career development. Further develop the contents/suggested standard items of the development discussions, to include also professional development and career development	Personnel Services in cooperation with Research Services Q1/2021-Q4/2021	- Common protocol for conducting development discussions designed by Q4/2021 - The contents of development discussions developed to better support researchers' working conditions and career development
Recruitment (Code) (and all other principles related to recruitment)	9. Go through and further develop the recruitment protocol at ÅAU according to the principles for Open, Transparent and Merit-based recruitment, with the help of the OTM-R Toolkit. Design an OTM-R policy for ÅAU	Personnel Services Q1/2021-Q4/2021	- ÅAU recruitment processes fully in line with the principles of Open, Transparent and Merit-based Recruitment by Q4/2021 - ÅAU's OTM-R policy designed and published on the ÅAU website by Q4/2021
Transparency (Code)	10. Go through and further develop the internal guide for recruitment, including concrete guidelines for the different steps of the recruitment process, according to the principles for Open, Transparent and Merit-based recruitment	Personnel Services Q1/2021-Q4/2021	- Internal guide for recruitment fully in line with the principles of Open, Transparent and Merit-based Recruitment by Q4/2021
Recognition of the profession	11. Describe the rights and obligations of different categories of researchers (employed researchers and grant researchers) on the intranet and provide the description during the introduction of new researchers	Personnel Services and Research Services Q1/2021-Q2/2021	- Clear descriptions on the rights and obligations of different categories of researchers available on the intranet by Q2/2021, and included in the introduction of new researchers

Research environment	12. Map resources (infrastructure and research data) and introduce them in an open database	ÅAU Infrastructure Working Group Q1-Q4/2021	- Resources mapped and available in an open database by Q4/2021
Stability and permanence of employment Funding and salaries	13. Project by the Vice-rector for research for improving the continuity in research careers, including a dialogue with funds and foundations on the duration of scholarships/grants	Research Services in cooperation with Personnel Services Q1-Q4/2022	- Compile information on applied and received funding from ÅAU's new research management system in Q2/2022 - Survey to researchers concerning individual grants by Q3/2022 - Based on the information gathered, recommendation for improving the continuity in research careers issued by Q4/2022
Funding and salaries	14. Recommendation concerning the level of scholarships/grants for responsible funding of research at ÅAU to current funding bodies	Research Services in cooperation with Personnel Services Q1-Q4/2022	- Based on the information gathered in action 13, recommendation concerning the level of scholarships/grants given by Q4/2022
Stability and permanence of employment Funding and salaries	15. Systematic calls for applications for ÅAU-funded doctoral students' salary positions	Rector (decision), Research Services in cooperation with Personnel Services (process) Q1-Q3/2021	- Calls for applications for ÅAU-funded doctoral students' salary positions taking place once a year, always during the same period of the year - Process structured by Q3/2021
Gender balance	16. Systematic evaluation by the Gender Equality Committee concerning gender balance at all levels of staff at ÅAU	Gender Equality Committee and Personnel Services Q3-Q4/2022	- Systematic evaluation by the Gender Equality Committee's on the situation at ÅAU introduced, for example every 4 years - Process structured by Q4/2022
Access to career advice	17. Information for doctoral students about career development on the intranet	Career Services Q2/2021	- Information on career development aiming at doctoral students provided and easily available on the intranet by Q2/2021
Teaching	18. Develop the work planning of teaching and research personnel to make sure that all teaching and research personnel at ÅAU has the possibility to conduct research and base their teaching on the latest research	Faculties Q4/2021-Q2/2022	- All researchers, also those whose duties are focused on teaching, have the possibility to conduct research and base their teaching on the latest research
Complaints/appeals	19. Clarify and describe the procedures on resolving conflicts at the workplace on the intranet.	Personnel Services Q2-Q3/2021	- A description of the processes to resolve conflicts at the workplace easily available on the intranet by Q3/2021

	Specify the process for doctoral students in case of conflicts between doctoral students and supervisors in the Supervision and Study Agreement.	ÅAU Graduate School Q2-Q3/2021	- The process for doctoral students in case of conflicts between doctoral students and supervisors specified in the Supervision and Study Agreement by Q3/2021
Complaints/appeals Relation with supervisors Supervision and managerial duties Supervision	20. Develop the system for following up the use of the Supervision and Study Agreement In connection with the evaluation discussion once a year, inform and remind doctoral students and supervisors of he importance of the contents of Supervision and Study Agreement	ÅAU Graduate School Q2-Q4/2021 Deans, Heads of Subject Q1/2021, Q1/2022	- The process around the Supervision and Study Agreement further developed and follow-up of the Supervision and Study Agreement enhanced - Doctoral students and supervisors systematically informed and reminded about their rights and obligations, once a year
Complaints/appeals Relation with supervisors	21. Introduction for doctoral students concerning matters related to doctoral studies	ÅAU Graduate School Q3/2021, Q3/2022	- Introduction for doctoral students organised once a year, in the beginning of the semester (Q3)