

European Charter of Researchers and Code of Conduct for the Recruitment of Researchers Action Plan at the University of Eastern Finland – Action sheet

Action	Who	When	Status
<p><i>Research Ethics and Intellectual Property Rights</i></p> <p>1. The awareness of ethical rules among the UEF researchers will be increased e.g. through training.</p>	<p>The UEF Committee on Research Ethics will revise the ethical rules and organize training on the ethical rules with UEF doctoral school</p>	<p>To be completed before 31.12.2015</p>	<p>The UEF Committee on Research Ethics has revised on the training on the ethical rules with UEF doctoral school. During previous years the Committee on Research Ethics has organized a class room course of Research Ethics for the doctoral students once in a year. Because the class room course has proven difficult to be organized and to be completed, the Committee has planned the reform of research ethics training. According to the plan the training will be realised as a web course from the beginning of 2015. The UEF Committee on Research Ethics will still continue to organize training as class room courses on demand. The Committee has also planned the courses of research ethics for senior researchers.</p>
<p>2. The guidelines on Intellectual Property Rights will be checked</p>	<p>Research services</p>	<p>To be completed before 31.12.2014</p>	<p>Research services. Lectures on agreements and IPR has been arranged in 2014. The regulations</p>

and the coherence between the faculty guidelines and university level guidelines will be revised.			have been revised. The guidelines and practices concerning Intellectual Property Rights in University of Eastern Finland are in coherence with this Code of Conduct.
3. The Action Innovation processes will be developed, including IPR.	Academic Rector	To be completed before 31.12.2014	An ongoing process. Professor of Practice – category has been established in order to facilitate AIP. IPR is in coherence with the Code of Conduct.
<i>Supervision and career development</i> 4. The faculties make better use of the tools developed for career development (tenure track) as part of the strategic personnel plan.	Deans	Ongoing process, monitored annually by the UEF Leadership Group (number of tenure track positions, distribution of positions within the four-stage researcher career model)	The use of Tenure Track has been monitored in the UEF Leadership Group. The deans will facilitate better use of the model within faculties. The Rector has revised the rules and regulations by 1.6.2015.
5. Career mentoring throughout the researcher career will be developed by clarifying the criteria for promotion within the tenure track system. Training for department heads on the subject will be arranged.	Deans and heads of departments, Human Resources Director	To be completed before 31.8.2014	Action has been taken. HR training for the four faculties is on its way or has been provided. Special emphasis on each new Tenure Track position. Rector has given guidelines that the HR Director and Academic Rector scrutinize all the criteria before the contracts are signed. University Leadership Group has discussed the criteria.
6. Supervision process in relation with development	Academic Rector and Deans	On-going process. Quality of supervision is audited as part of	UEF Doctoral School started from the beginning of the year

of the UEF doctoral school will be developed.		the internal audits conducted every second year in each faculty. All faculties will be internally audited next time by 31.12.2014.	2011 and doctoral programmes from the year 2013. The structures of doctoral programmes will be re-evaluated in spring 2015. Duties and responsibilities of supervisors and doctoral candidates are now defined in the doctoral curricula of the UEF.
7. It will be explored if university level recommendations on researcher's participation in international conferences and mobility can be given.	Human Resources Director and Rector	To be completed by 31.5.2014	The University Leadership Group has discussed the issue twice and the faculties will pay attention to the issue without a written recommendation, as this is a complicated issue connected to situational and financial aspects. The issue has also been discussed as a part of the preparation of action plan for the strategy implementation.
8. The possibilities to support financially researchers' research periods abroad will be explored as part of the UEF international researchers' support services.	Deans and leadership group	To be completed by 30.6.2014	The University Leadership Group has discussed the issue twice. A written recommendation was given in the action / implementation plan of the UEF strategy.
9. The support of career development will be strengthened by	Human Resources Director and Deans	On-going process, with a special emphasis on recently appointed leaders. The development of career development support will	Researcher Careers are supported by Tenure Track and by the salary systems. Training has been provided.

<p>developing the use of the tools for which training for department heads will be arranged.</p>		<p>be evaluated as par the internal audits conducted every second year in each faculty. All faculties will be internally audited next time by 31.12.2014.</p>	
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<p><i>Working conditions</i></p> <p>10. The need for revising the rules relating to sabbatical leaves will be explored.</p>	<p>Human Resources Director</p>	<p>To be completed by 31.10.2014</p>	<p>The rules have been in effect since late 2010. University guidelines are flexible enough to permit different reasonable contracts. The deans have been asked and given feedback on the model. The experiences so far have been for the most part positive. No need for revision (Jan 2015).</p>
<p><i>Recruitment</i></p> <p>11. Recruitment process will be developed thorough the following actions:</p> <ul style="list-style-type: none"> - Electronic recruitment system will be introduced. - Selection committees, where necessary, will be introduced. - Guidelines on transparency in recruitment process will be given. - The use of interviews as part of the recruitment process will be recommended. 	<p>Human Resources Director</p>	<p>Electronic recruitment system will be introduced by the end of 2014. This increases the efficiency and transparency in recruitment process. Training in recruitment practices will be provided in 2015. Guidelines on selection committees and use of interviews will be introduced during 2014</p>	<p>Electronic recruitment system is ready and in operation by Jan 2015. Selection committees have been introduced for Tenure Track by the Rector. This will facilitate better opportunities for continuous training and learning. Rector' guidelines on recruitment are to be revised with an external consultant in the autumn 2015. Training for this and also training for overall recruitment processes will be provided in 2015.</p>