



HUMAN RESOURCES STRATEGY FOR RESEARCHERS

ACTION PLAN

**EXTENDED VERSION
APRIL 2022**

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European University Cyprus (EUC) was awarded the 'HR Excellence in Research' logo in September 2017, a recognition reflecting the University's commitment to continuously review and enhance its human resources policies in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Endorsed by the University in 2011, both the European Charter & Code for Researchers are compatible with the University's aim to create and sustain a stimulating research environment for researchers at all stages of their career regardless of their contractual situation. Since the ratification of the EUC Research Policy by the University Council in November 2015, the development and adoption of a Human Resources Strategy for Researchers (HRS4R) has been a major priority.

The initial internal gap analysis – a comparison of the 40 principles of the Charter & Code with the institutional policies and practices – indicated that, while many principles of the Charter & Code were already adopted, a number of areas needed further development or improvement. These areas were discussed in the initial Action Plan, which outlined the actions that needed to take place in order to improve and harmonize the University's policies and procedures with the Charter & Code principles. Both the internal gap analysis and the initial action plan for the implementation of the Charter & Code principles are available on the EUC's website (<https://euc.ac.cy/en/research/the-human-resources-strategy-for-researchers-hrs4r/>).

The present document presents EUC's Extended Action Plan, formed during the HRS4R Internal Review according to noted strengths and weaknesses, strategic priorities, and available resources. The Vice-Rector of Research and External Affairs continues to have the overall responsibility for the implementation of Action Plan, while the day-to-day execution of the relevant tasks falls under the responsibility of the EUC Research Office. The HRS4R process is currently facilitated, monitored, and assessed by the Senate Research Committee. All different stakeholders (e.g. Researchers at different levels, Principal Investigators/ Directors of Research Centers, Human Resources, Academic & Administrative leadership) are also involved in the implementation process as needed.

Extended Action Plan

ACTION	IMPLEMENTATION PROCEDURE	STATUS
I. Ethical & professional aspects		
<p>Action #1 Promotion of EUC Research Policy (briefing of researchers at all levels about the Policy's provisions)</p>	<ul style="list-style-type: none"> • Face-to-face presentations of the EUC Research Policy at Schools with the participation of Deans, Chairs, full-time faculty and fixed-term researchers • Consultations with the Research Senate Committee on the Policy's implementation • Frequent dissemination of the Policy through email communication • Intranet publication • Presentation of the Policy in Orientation sessions • Webinars through 'Faculty Professional Development' Scheme on: <ul style="list-style-type: none"> - Open Science in HE - Teaching Hour Reduction initiative - Internalization in HE - Research Ethics - Personal Data Management in Research 	Completed/ Ongoing
<p>Action #2 Briefing of new researchers at all levels on the institutional procedures and policies related to the submission of research proposals and administration of grants</p>	<ul style="list-style-type: none"> • Development of the 'EUC Research Administration Procedures' Handbook • Face-to-face presentations of the Handbook at Schools with the participation of Deans, Chairs, full-time faculty and fixed-term researchers • Frequent dissemination of the Handbook through email communication • Intranet publication • Presentation of the Handbook in Orientation sessions • Webinar through 'Faculty Professional Development' Scheme 	Completed/ Ongoing
<p>Action #3 Development of an evaluation/ appraisal system for fixed-term researchers</p>	<ul style="list-style-type: none"> • Mapping the areas of evaluation • Consultations with fixed-term researchers and PIs • Development and piloting of the evaluation/ appraisal system • Finalization and approval by the relevant University Bodies 	In Progress F2022 - S2023

	<ul style="list-style-type: none"> Adoption of the evaluation/appraisal system by Supervisors/ Principal Investigators 	
<p>Action #4 Promoting dissemination and exploitation of research results and public engagement</p>	<ul style="list-style-type: none"> Development and improvement of Research Centres' online presence including websites and social media Development of centralized social media channels managed by the EUC Research Office for broader visibility and impact Organization of public engagement events (e.g. EUC Research Day, public lectures, specialized events offered by Schools and Research Centers) Participation of researchers at all levels in public engagement events taking place both in Cyprus and abroad 	Completed/ Ongoing
<p>Action #11 Greater visibility of the EUC Research Office within the organization</p>	<ul style="list-style-type: none"> Development of a sub-section within EUC website presenting the Research Office, services offered, and related policies (i.e. links with HRS4R, EUC-GEP, career development services and resources). Establishment and organization of EUC RO Open Day, where researchers will be able to meet with the EUCRO staff and familiarize themselves with the services offered by the Office and procedures (at least once per academic year) 	New Action F2022/Ongoing
<p>Action #12 Greater visibility of HRS4R within the university</p>	<ul style="list-style-type: none"> Briefing of the administrative management about Charter & Code, HRS4R and OTM-R Development of promotional material with the HR Logo to be disseminated through various events Inclusion of HR Logo in Research Centers' websites and relevant social media posts Info Seminar on Charter & Code, HRS4R and OTM-R (targeting all researchers) 	New Action F2022 - S2023
<p>Action #14 Publication of innovative research outputs to reach out to wider public</p>	<ul style="list-style-type: none"> Preparation of innovative research outputs by Schools, Research Centers and Laboratories in collaboration with the EUC Research Office. Dissemination to the public 	New Action F2023 - S2024

II. Recruitment		
Action #5 Implementation of the OTM -R Policy	<ul style="list-style-type: none"> • Development of the OTM-R Policy after consultations with key stakeholders • Approval by the Senate • Training of staff involved in the implementation • Updates and adjustments in the pertinent procedures as needed 	F2022 - S2024
Action #6 Incorporate 'EUC Academic Research Staff Policy' in EUC Research Policy	<ul style="list-style-type: none"> • Review Existing Research Staff Policy • Revise and Expand Policy as necessary • Incorporate Policy in EUC Research Policy 	Completed
III. Working conditions and social security		
Action #7 Establishment of provisions for the representation of fixed-term researchers in decision-making bodies	<ul style="list-style-type: none"> • Recommendation to the Vice-Rector for Academic Affairs for representation of fixed-term researchers in Department Councils, School Councils and the Senate. • Approval by the relevant University Bodies • Inclusion of the provisions in the University Charter 	In Progress
Action #8 Development and Adoption of the 'Career Development Strategy'	<ul style="list-style-type: none"> • Career Development services and resources made available to PhD students and fixed-term researchers • Promotion of services and resources among the research community through the EUC website and electronic communication • Links to services and resources provided in the website sub-section of EUC Research Office and/or HRS4R • Webinar through 'Faculty Professional Development' Scheme 	In Progress/ S2023
Action #9 Establishment of salary ranges for researchers	<ul style="list-style-type: none"> • Development, adoption, and update of "Internal Regulation on salary scales for fixed-term researchers" 	Completed

Action #13 Assessment of Researchers' experiences and needs	<ul style="list-style-type: none"> • Survey targeting researchers at all levels • Analysis and presentation to academic and administrative leadership • Planning of additional actions based on findings 	New Action F2022 - F2023
IV. Training		
Action #10 Development of a comprehensive 'Guide for Doctoral Studies'	<ul style="list-style-type: none"> • Establishment and adoption of Guides for Doctoral Studies for each of the PhD programs offered. 	Completed