

THE IMPLEMENTATION OF THE JYU HRS4R ACTION PLAN

STATE OF PROGRESS, DECEMBER 2014



Principle	Action	Year	When (AP)	Indicators	Documents/ Reporting	Phase of Action
Ethical principles, Professional responsibility	Continuous information on existing rules and principles on research ethics and good practices in science (e.g. an information package or a web-based course). Training on discipline-specific ethical rules and principles to be organised by the Faculties	2013	2013 and thereafter continuously and in the orientation for new staff			In progress, part of annual HR reporting
Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement	Develop training modules on project management (2h)	2013	Starting 2013 once a year both in English and in Finnish	Training modules developed and training organised annually	Training programme on project management developed: https://www.jyu.fi/yliopistopalvelut/tutkimuspalvelut/?set_language	Training in action annually, first in 2013; Systematic training in English needs further actions
Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement	Develop training modules on exploitation of research results (2h)	2013	Starting 2013 once a year both in English and in Finnish	Training modules developed and training organised annually	Impact clinics and commercialisation/incubation clinics developed	In action , started in fall 2013
Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement	Develop training modules on IPR regulations (2h)	2013	Starting 2013 once a year both in English and in Finnish	Training modules developed and training organised annually	Training model on IPR regulation developed.	Training in action annually, first in 2013
Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement	Develop training modules on university agreement policy and contractual obligations (2h)	2013	Starting 2013 once a year both in English and in Finnish	Training modules developed and training organised annually	Training model on contractual obligations developed	Training in action annually, first in 2013

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Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement	Develop training modules on rules and principles in data collection and archiving (2h)	2013	Starting 2013 once a year both in English and in Finnish	Training modules developed and training organised annually	Principles and guidance on data collections will be adopted in May 2014	Training, platforms and data systems are provided for data collection
Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement Accountability	Develop training modules on researcher in media training (2h)	2013	Starting 2013 once a year both in English and in Finnish	Annually organised training	Part of annual HR reporting system	Training organised, will be systematised with Science Communication project
Relation with supervisors, Supervision and managerial duties	Supervision documents to be adopted in all faculty doctoral schools. Toolbox/check list for supervisors to be developed.	2013	Starting 2013 Follow-up 2014	Supervision documents in use in all doctoral schools; Toolbox for supervisors ready	Supervision document approved 19.2.2013	Documents adopted since the end of 2013
Continuing professional development, Value of mobility, Access to research training and continuous development, Co-authorship, Teaching	The university supports the professional development of researchers at all stages. The objective is to further enhance international mobility	2013	Continuous, check point 2014	University continues to offer mobility grants for international research visit	System for mobility grants for international research established	Call for applications announced twice a year
Continuing professional development, Value of mobility, Access to research training and continuous development, Co-authorship, Teaching	The university supports the professional development of researchers at all stages. The objective is to further enhance participation in scientific conferences	2013	Continuous, check point 2014	1. number of conference participants 2. number of conferences organised by JYU		Complete, up to faculties and strategic plans
Continuing professional development, Value of mobility, Access to research training and continuous development, Co-authorship, Teaching	The university supports the professional development of researchers at all stages. The objective is to further enhance implementation of research periods	2013	Continuous, check point 2014	University continues to offer funding for research periods	Research period system established	Call for applications will be announced yearly, next in the spring 2014
Continuing professional development, Value of mobility, Access to research training and continuous development, Co-authorship, Teaching	The university supports the professional development of researchers at all stages. The objective is to further enhance pedagogical skills of researchers	2013	Continuous, check point 2014	Annually organised training	Part of annual HR reporting system	Organised 2014, systematization needed

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Continuing professional development, Value of mobility, Access to research training and continuous development, Co-authorship, Teaching	The university supports the professional development of researchers at all stages. The objective is to further enhance co-authorship	2013	Continuous, check point 2014	Ethical principles of publishing adopted at the University level	Ethical principles of publishing approved 24.4.2013	Complete (supervisor)
Continuing professional development, Value of mobility, Access to research training and continuous development, Co-authorship, Teaching	The university supports the professional development of researchers at all stages. The objective is to further enhance teaching possibilities of early stage researchers and clarify JYU procedures	2013	Continuous, check point 2014	Clarified and more systematic JYU procedures in teaching possibilities. TES mahdollistaa opetuksen (5 %)		In progress, part of supervisor training
Non-discrimination, Gender balance	Non-discrimination and equality issues as well as early support model, ethical principles to be highlighted in orientations and training	2013	2013	Themes (non-discrimination, equality issues, early support model, ethical principles) added to systematic supervisor training and employee orientation/training given	Contents of orientation and trainings, website; equality audit (2014) actions and implementation	In progress, part of supervisor training and employee orientation and training, needs systematization
Research environment	Tele-working possibilities to be ensured	2013	Continuously	Defined and working tele-working possibilities		Part of distance working guidelines
Research environment	Continuous development of facilities	2013-2016	Continuously	investment plan 2012- 2016: total 6,94 M€, 2) Rectors strategic funding for debrieciation: 5,240 M€	Tulosopimukset https://www.jyu.fi/yliopistopalvelut/str/tts/sopimukset/sopimusliittreet2014	In action in connection to the yearly contract negotiation process
Research environment	Continuous information on health and safety issues to be provided	2013	Continuously	website information to be checked and improved; Laboratory safety and work procedures to be checked and if necessary to be improved; Orientation material to be prepared; To be checked that orientations include health and safety issues	Contents of orientation and trainings, website	In progress, partly ok, has to be included in the Laboratory Audit autumn 2014 and orientation planning
Working conditions	Handbook for international staff	2013	2013	Handbook available	Published website 3/2014	Complete

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Working conditions	Information on applying total working hour system to be added and support mechanisms to be adapted	2013	2013	Information on total working hour system to be prepared and given	Website updated, included in orientations, Sole TM work plan instructions exist	Complete, however the orientation process still to be systematized
Participation in decision-making bodies	Support at all levels for the creation of new ways of experiencing ownership of the University community	2013	2013-2016	1) Organised forums 2) Forums organised for doctoral students	itsearviointeihin osallistuminen, osallistaminen strategiatyöhön, kehityskeskustelut, avoimuus tiedottamisessa (sekä fi että	
Funding and salaries	Transparent salary principles to be further communicated to the staff	2013	2013	Communicated salary principles: orientations to employees, training to supervisors		In progress, included in supervisor training, orientation process to be defined
Evaluation/appraisal systems	Tenure track and evaluation principles to be communicated in a more foreseeable way	2013	2013-2014	Communicated tenure track model: orientations to employees, training to supervisors	Tenure track -graphical model drafted (ei julkaistu)	In progress, part of supervisor training, orientation process to be defined, updated graphics available later
Evaluation/appraisal systems	Further development (criteria) of bonus system	2013	2013-2014	Existing bonus system including criteria		
Complaints/appeals	Feedback system to be created	2013	2013-2014	Created feedback system		Development discussion, Decreasing bureaucracy method, Feedback system (rectors' blogs)
Complaints/appeals	To define the roles and responsibilities in managing disputes and conflicts	2013	2013-2014	Defined roles and responsibilities		
Recruitment	International recruitment process to be evaluated	2013	2013	Evaluated international recruitment process	Evaluated with the implementation of Saima recruiting system	Complete
Variations in the chronological order of CVs	Understanding of CV variations to be increased	2013	2013	Training for supervisors in understanding CV variations to be arranged	TENK CV model introduced for supervisors	In progress, training still needed

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Professional attitude, Contractual and legal obligations, Accountability, Good practice in research, Dissemination, exploitation of results, Public engagement	Recognising new possibilities in enhancing researchers' skills in project management	2013	Starting 2013 once a year both in English and in Finnish	indikaattori : tohtorienkoulutettavien osallistuminen projektien hallinnointiin. Miten tieto kerätään?		
Recognition of qualifications	Information to be provided on existing rules, procedures and standards in recognition of qualifications	2014	2014	Information gathered and delivered		Not started, Mari Nirkkonen informed and in charge
Continuing professional development, Access to research training and continuous development	To assess the training actions in terms of accessibility, participation and effectiveness	2014	2014			Not yet started
Access to career advice	Systematic career advice possibilities to be sorted out	2015	2015–2016			