Cardiff University Concordat Action Plan 2010: Progress Review (September 2014)

Action (2010)	Progress/Comments (2012) **Progress/Comments (2014)**	Status
A Recruitment and Selection		
1 Job descriptions Procedures should be put in place to ensure that the job descriptions of all existing research staff who gain extensions to their contracts are reviewed and, where appropriate, revised. *HUMRS/Schools*	COMPLETED. If the extension of a contract involves a change in the 'relevant factor' that underpins the fixed-term contract (e.g. new project), Schools are prompted to review and, where appropriate, revise the individual's job description. Contracts that are extended as a result of redeployment necessarily involve the creation of a new job description. Job descriptions are not revised where the contract extension is merely the result of a continuation of the current post. Sept 2014: No further action required BAU (business as usual)	
2 Costing Research Posts The Human Resources Division and RIS should undertake a task and finish review of how they coordinate support for grant applicants. Attention should be paid, in particular, to ensuring that staff are costed at appropriate levels in terms	COMPLETED. The Human Resources Division and Research and Innovation Services (RIS) have reviewed and refined practice in this area. At the grant application stage, RIS works with Schools to ensure that the University's generic role profiles are used to determine the appropriate grade for project staff. Progression through the pay scale is also costed in to the grant. If a named researcher is currently at the top of his or her grade, RIS prompts the School to consider the University's re-grading process. Sept 2014: No further action required BAU	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

of the requirements of potential new posts (including new posts for existing staff). *HUMRS/RIS*		
3 Equality and Diversity Training The University's Equality and Diversity Committee is currently investigating how it can ensure that recruiters' understanding of their responsibilities and the broader legal context is kept up-to-date. *E&D Committee/HUMRS*	COMPLETED. There is a mandatory E&D training session for chairs of recruitment panels and there are E&D aspects included in the open access 'Skills for Recruitment and Selection' workshop. In 2012 the University introduced a mandatory online E&D module for all members of University staff. This module provides an up-to-date overview of rights and responsibilities with respect to E&D legislation. It is supplemented with classroom-based training for managers. Sept 2014: No further action required BAU	■
B Recognition and Value		
1 Outcomes of the Fixed Term Contracts Working Group It is recommended that the research staff group receive targeted information regarding any developments in this area. *HUMRS*	COMPLETED. A briefing note was prepared for research staff on the revised fixed term procedures, which was adopted as a model for communication to other staff groups within the University. A briefing on the rights of fixed-term workers is included in the Research Staff Induction. Policy and staff data updates are reported via Research Staff Update and the CURSA Policy Forum. The University undertakes regular consultation with all its staff in relation to individual contractual status and where circumstances allow, fixed term contracts are moved to open-ended in conjunction with the University's Management of Change procedure. This enables long-standing research staff to submit research council grant applications and to develop as independent researchers in their own right. It also removes any disadvantages in relation to financial products such as mortgages and loans. This goes beyond what is legally required and what we understand to be available to staff in many other Universities.	■

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	Further information on the University's Management of Change procedure is available at the following link; http://www.cardiff.ac.uk/humrs/resources/Management%20of%20Change/The%20Management%20of%20Change%20%20-%20A%20Briefing%20Note%20For%20Staff.pdf Sept 2014: No further action required BAU	
2 Raising Awareness of Research Staff Terms and Conditions of Employment The results of CROS 2009 would suggest that further work is needed to raise the awareness of researchers of their terms and conditions of employment. *PWE Steering Group (as part of its commitment to improving the information provided to all staff groups)/HUMRS*	ONGOING. We have used the Research Staff Update (published three times a year) and the annual Research Staff Policy Forum to raise awareness of T&Cs, as well as a break-out session for new research staff at induction. Blas, the staff newsletter, is used to inform all staff of significant changes, e.g. proposed changes to pension scheme. In addition, a number of stand-alone workshops are provided through the Cardiff Researcher programme to brief research staff on various aspects of their employment. A new workshop was to be introduced in 2012/13 on 'regrading'. Sept 2014: College level induction programmes are not currently offered but the HR Business Partners are giving the idea consideration. Colleges will also develop Concordat action plans during the 2014-15 academic year.	(green) / (orange)
3 Raising Awareness of	ONGOING. Some progress has been made here, but raising the profile of research staff within the institution is	(green)

Completed	Partially completed (significant progress)	Ongoing task	Action carried forward	New action

Status of Research Staff as Members of Academic Staff The findings of CROS, and feedback received at the Research Staff Policy Forum, point to a need to raise awareness across the Institution of the inclusion of research staff in the definition of 'academic staff' under the University's Ordinances. *PWE Steering Group/PVC Staff & Heads of School*	clearly an area that should, and will, remain on the University's agenda. The Athena SWAN initiative has assisted in creating a more inclusive environment for Researchers in some of our SET Schools. During the review period the web presence of research staff has improved for the majority of Schools, but further work is needed in some areas to ensure consistency across the University. Action: Briefing for new Heads of College by Organisational and Staff Development/PVC for Staff and Diversity. Timescale: by Summer 2013. Sept 2014: Meeting delayed from Summer 2013 whilst the restructure of the University into Colleges was being implemented. PVC for Staff and Diversity role no longer exists; oversight of these issues now falls within the role of Deputy Vice Chancellor. DVC to with Heads of College at University Executive Board (UEB) meeting (2014/15 date TBC)	
4 Supporting Research Managers/PIs .1 The University should review all forms of support available for research managers and there needs to be greater clarity as to what is expected of them. *REF Steering Group/RIS/HUMRS/PLANN/M WE Steering Group*	PARTIALLY COMPLETED. The University's Leadership Framework makes explicit what is expected of any member of staff in a leadership and management role. For Research Managers/PIs this is supplemented with guidelines for the managers of researchers. Over 140 Research Managers have now completed the University's Leadership and Management Programme for Research Team Leaders. This programme won the Times Higher Award for Outstanding Contribution to Leadership Development in 2010. Under the leadership of our new Chief Operating Officer the University is currently reviewing how its professional services support the research (as well as teaching, and engagement) activity of the University. Timescale: 2012-2013 academic year Sept 2014: Ongoing activity as further work is being conducted on improving the training for PIs on leadership and management skills. Work is also underway on introducing a general guide for PIs on line management skills which will include guidance on visas/immigration and the right to work in the UK. A proposal to enhance the Research Leaders course is being considered and is likely to be piloted during the 2014/15 academic year. The enhancement will include a new session on advising research leaders on how to	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

	hold career planning conversations with their research staff.	
.2 All research managers should be provided with guidelines as to what their responsibilities are and the structures in place to support them. *HUMRS*	PARTIALLY COMPLETED. Draft guidelines have been compiled but need to be formally approved. These guidelines will be linked formally to the University's Research Governance Framework. Action: to be approved by Pro Vice-Chancellor Research, Innovation and Enterprise. Timescale: to be published by December 2012. Sept 2014: As above in B4.1. Revised guidelines for PIs (to incorporate information on broader management responsibilities) to be published following input from Deans of Research and approval of UEB (2014/15 academic year).	
.3 Consideration should also be given to whether the training for research managers should be extended so that all those who manage research staff are required to attend a briefing session on their responsibilities. *HR Committee/Research Committee*	PARTIALLY COMPLETED. The Leadership and Management Development Programme for Research Team Leaders includes a briefing session on PI responsibilities under the Concordat. Over 140 members of academic staff have now completed this programme. Agreed that published guidelines will be made available for all managers of research staff and that these should be supplemented with briefing sessions where/if appropriate. Action: Organisational and Staff Development Team/Heads of College Timescale: January 2013 onwards. Sept 2014: As above. Revised guidelines for PIs (to incorporate information on broader management responsibilities) to be published following input from Deans of Research and approval of UEB (2014/15 academic year). A new Masters course for Research Managers and Administrators will be developed during 2014/15 in conjunction with the Association of Research Managers and Administrators (ARMA) and will consider the role played by this group of staff in supporting the University researchers.	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

	The University will consider the need for a Certificate in Academic Practice as part of its work on improving the way we support excellence within the institution.	

.4 Increase effectiveness of and participation in appraisal for both research staff and PIs, and ensuring that PI appraisals routinely include a review of PIs as managers. *Schools*	ONGOING. During the review period there was a marked increase in participation in appraisal for both research staff and PIs.

	2010	2012		2010	2012
Professors:			**Researchers:**		
appraisal in last 15 months	45%	65%	probation/ appraisal in last 15 months	60%	68%
appraisal in last 24 months	57%	82%	probation/appraisal in last 24 months	67%	78%

Improving the effectiveness of appraisal is one of the University's priority areas (as determined by Council) for the 2012/13 academic year. The University has generic appraisal forms available but Schools are encouraged to adapt these to suit their needs.   Work is currently underway to pilot the effectiveness of including prompts to discuss workloads and impact in the appraisal process, as well as leadership, where appropriate.

Action: Pro Vice-Chancellor Staff and Diversity   [Sept 2014: As above, it is noted that many of the responsibilities of Pro Vice Chancellor Staff and Diversity were moved to the Deputy Vice Chancellor's as part of the University re-structure.]

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Timescale: 2012-13 academic year.

Sep 2014:
The percentage of professorial staff who had taken part in appraisal continued to rise slightly in the period 2012-2014. There was a slight decrease in the proportion of research staff who participated in appraisal (or probation) during the same period. The participation rates will continue to be closely monitored and the appointment of HR Business Partners at College level will enable more effective promotion of appraisal within Schools. Attention will also be paid to continuing to improve the effectiveness of appraisal.

	2010	2012	2014		2010	2012	2014
Professors:				**Researchers:**			
Appraisal in last 15 months	45%	65%	68%	Probation /appraisal in last 15 months	60%	68%	63%

.5 It is also recommended that effectiveness as a leader/manager be included in appraisal guidelines. *HUMRS*	COMPLETED. The University has formally linked its Leadership and Management Framework - which stipulates what is expected of all members of staff with a leadership and management role – to the appraisal process. This means that formal consideration should be given, on an annual basis, to the leadership and management capabilities of all Principal Investigators. Sep 2014: No further action required BAU	
5 Representation and Communication To explore the demand for setting up a formal structure to allow the research staff group to routinely feed into decision making at a	COMPLETED. Cardiff University's Research Staff Association was launched at the Research Staff Policy Forum March 2012. Currently 9 of the 27 Schools have representatives. The chair of CURSA sits on the University's Research Strategy Oversight Group.	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

University level. PWE Steering Group/*HUMRS*		
	NEW ACTION (Sept 2012) COMPLETED. To consider where CURSA will sit within new University structure. Action: Pro Vice-Chancellor Staff and Diversity in discussion with chair of CURSA. Timescale: 2012-13 academic year.	■ (green)
	September 2014: Discussions between the DVC and the new Chair of CURSA took place in June 2014 and the following was agreed: (i) CURSA will be viewed as one of the University's formal staff networks and, as such, the Chair will liaise with staff representatives on the E&D committee (ii) DVC to speak with PVC Research about CURSA involvement in the Research network (iii) CURSA to link with UCU to ensure representation of researchers (iv) CURSA to discuss at College Board level about College representation (DVC to raise at UEB initially) Timescale: 2014/15 academic year The Chair of CURSA held a CURSA reps meeting in 22nd July, 2014 which was attended by 20 of 27 schools. This is an improvement from the previous meetings where only 9 schools had been previously represented.	■ (orange)
	• A CURSA training rep has been proposed. This is a new post and CURSA have plans to have reps in all schools by December 2014 (with the exception of schools where research is not featured).	■ (orange)
	• A CURSA policy review meeting is planned for end November 2014	■ (orange)

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

C Support and Career Development		
1 Researcher Development Framework/Researcher Development Strategy It is anticipated that subject to the final Researcher Development Framework being deemed suitable for its needs and the needs of its researchers, the University will use it to structure an analysis of how it should support the development of researchers. As above, this analysis will consider both formal and informal modes of development and, crucially, how the University may better support informal learning. *ESR Steering Group/Research Committee (in conjunction with HR and Graduate Development Committees)*	ONGOING. The University has redesigned its Research Staff Programme, linking it more strongly with the RDF, and outlining more clearly the University's expectations of its research staff. The 'Cardiff Researcher' programme offers a free programme of development for all staff employed within the research career pathway. It provides a wide range of opportunities for development, encompassing hands-on skills development workshops, information-based sessions and one-to-one coaching. Informal learning is supported within Schools, with development needs discussed during appraisal meetings. Sept 2014: Completed. The Cardiff Researcher Programme is structured in terms of the RDF. BAU.	
2 Career Pathways	PARTIALLY COMPLETED.	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

.1 Further work is required on the University's researcher development strategy and this work should include further consideration of the research career pathway and routes of progression for researchers. *REF Steering Group/HUMRS*	A working group has completed its work in respect of defining role expectations and progression routes for staff on 'Teaching and Research' and 'Teaching and Scholarship' career pathways. The feasibility of introducing a formal promotions route for research staff was not included in the first phase of its work. During the period of the review, the University also introduced a formal process to enable research staff with an appropriate profile to change from a 'research only' to a 'teaching and research' career pathway. ACTION: To consider feasibility of introducing a formal promotions route for staff employed within the 'research' career pathway – HR in consultation with Pro Vice-Chancellor for Research, Innovation and Enterprise Timescale: by September 2014 Sept 2014: Review of research only pathway required. Desk based research to benchmark against other universities to be undertaken and options paper to be presented to UEB at start of 2014-15 academic year. This work will feed into the University's forthcoming formal review of how it supports excellence across the institution.		
.2 It is recommended that as part of this work consideration be given to whether the University should have in place a formal promotions procedure for research staff, in line with staff in teaching and research and teaching and scholarship career pathways, or whether, like MPS roles, progression should be linked to the role carried out and not an individual's profile. *HR*	ACTION CARRIED FORWARD. As above. Sept 2014: As above		

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Committee/Research Committee		
3 Pay progression/re-grading More work is needed on raising awareness of the re-grading process that is available to research staff. *PWE Steering Group/HUMRS*	ONGOING. A session about re-grading is offered through the Cardiff Researcher programme and the process is explained to all new research staff who attend induction. Information about re-grading is included in the (forthcoming) guidelines for managers of researchers. An article will be included in a future (2013) edition of the Research Staff Update, and then published as a stand-alone briefing note. Action: Researcher Development Team/HR to publish article Timescale: 2013, following the completion of review of re-grading process. Sept 2014: Regrading review has now been completed. An article will be published in the Research Staff Update on the regrading process in Autumn 2014.	🟩 🟧
4 Mobility of Researchers The University will be considering the mobility of its researchers as part of its preparations for REF. It is recommended that	ONGOING. Individual Schools(/Units of Assessment) are collecting these date as part of their preparations for REF. Action: Schools Timescale: by November 2013 for REF; thereafter ongoing project. Sept 2014: DVC to explore possibility of introducing exit interviews for all staff who leave the institution – to	🟩 🟧

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

consideration be given to ways of improving the data held on the career trajectories of former Cardiff researchers as part of this. *Innovation and Engagement Committee/REF Operations Group/HUMRS*	include information on their destination. Recommendation supported by CURSA. Action: DVC/Director HR – action agreed with DVC and PVC Research to have a process in place by end 2015	
5 Careers Advice and Support .1 The University will need to consider how it will sustain its independent careers support for research staff beyond Roberts funding. *ESR Steering Group/Human Resources Committee/Research Committee*	PARTIALLY COMPLETED. The University has provided interim funding to sustain provision of independent career support for researchers until September 2013. It is now necessary to ensure the longer term sustainability of this activity. The Career Development Manager's post has been costed into the Careers and Employability development plan, which has not yet been approved. Action: HR/Registry, Governance and Students in consultation with Pro Vice-Chancellor for Research, Innovation and Enterprise. Timescale: By summer 2013. Sept 2014: A position of Career Development Manager for Research Staff became a core post in September 2013, after being in place as a fixed term secondment since 2006.	
.2 Consideration should be given to the most appropriate way/s of providing researchers with opportunities for formal reflection on their broader career development. *Human Resources Committee/Research*	More targeted questions need to be raised during Appraisal and Probation reviews to address this - included in guidelines for PIs. Engage in pilot of the licensed PDP tool for the Vitae Researcher Development Framework. Timescale: Guidelines to be published by December 2012. RDF tool to be piloted Autumn 2012. Sept 2014: Interest in the PDP tool was limited to 19 out of 850 (approx.) researchers and feedback from those who participated was very mixed about whether they would continue to use it if Cardiff had a licence. The University is currently examining how staff can record personal development activity in its new staff database	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Committee	(Cardiff People) and this will also be considered as part of the process of implementing CRIS (Current Research Information System) which will be launched in February 2015 with partial functionality. Full functionality will be available around September 2016. As above (B4.1), a proposal to enhance the Research Leaders course is being considered and is likely to be piloted during the 2014/15 academic year. The enhancement will include a new session on advising research leaders on how to hold career planning conversations with their research staff.	
.3 Mentoring	September 2014 NEW ACTION: Introduction of a University mentoring scheme by end of 2016. This project will consider the feasibility of a 'right to a mentor' scheme for researchers, as proposed by CURSA.	
6 The Role of the Research Manager/PI Guides for Research Managers will communicate the importance of the broader career development of researchers and give guidance on the broad range of opportunities available to researchers at Cardiff University. *HUMRS*	PARTIALLY COMPLETED. As above, a session on the responsibilities of the PI has now been incorporated into the Research Leaders programme. This covers career development and the support available to researchers. Having been approved by PVC Research, Innovation and Enterprise, written guidelines to be made available for all managers of research staff. Timescale: to be published by December 2012. Sept 2014: As above: ongoing activity as further work is being conducted on improving the training for PIs on leadership and management skills. Work is also underway on producing a general guide for PIs on line management responsibilities, which will include guidance on visas/immigration and the right to work in the UK	
7 Formal Skills Development	COMPLETED.	

|	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

13

The Career Development Skills Programme for Research Staff is funded by Roberts money, which is likely to cease in 2011. The University's researcher development strategy therefore needs to make provision for sustainability beyond Roberts funding, as well as ensuring that opportunities for informal and experiential learning are fully utilised. *Research Committee/ Early Stage Researcher Steering Group/Schools*	The University has provided interim to sustain provision until September 2013. It is now necessary to ensure the longer term sustainability of this activity. Action: HR in consultation with Pro Vice-Chancellor for Research, Innovation and Enterprise. Timescale: By summer 2013. Sept 2014: Completed, the University has provided ring-fenced funds to enable research staff to participate in formal training and development activity that is free at the point of delivery	
8 Funding skills development .1 It is recommended that the guidance on costing is rephrased to include 'training and development' activity in its broadest sense and not just 'specialist training'. *RIS*	COMPLETED.	
.2 It is recommended that	COMPLETED. The University's costing and pricing guidelines have been revised to prompt applicants to apply for	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

HUMRS and RIS work together to develop advice for grant applicants on how to apply for funds to support development activity, including the development of researchers' transferable skills. *HUMRS/RIS*	funding to cover development activity. Further work is required to establish guidelines regarding indicative costs for this. Action: Research and Commercial Division/Organisational and Staff Development Timescale: By December 2012. Sept 2014: Research and Innovation standard practice is to guide researchers to considering training and development costs as a direct costs category (i.e. the costs of training courses, travel, subsistence etc.)	
9 Induction It is suggested that some improvements may be required to the way that job descriptions are used to inform an individual's induction to their role. *Schools*	PARTIALLY COMPLETED. These were included in the *Concordat* checklist provided to academic Schools in 2010. A review of School-based activity may be timely given that Schools are now grouped into three Colleges. Action: Briefing for new Heads of College by Organisational and Staff Development/PVC for Staff and Diversity. Timescale: by Summer 2013. Sept 2014: Meeting delayed from Summer 2013 whilst the restructure of the University into Colleges was being implemented. PVC for Staff and Diversity role no longer exists; oversight of these issues now falls within the role of Deputy Vice Chancellor. DVC to meet with College PVCs at UEB meeting (date TBC). To be raised at University Executive Board (DVC)	🟩
D Researchers' Responsibilities		
1 Continuing Professional	CARRIED FORWARD. This item will be discussed further as part of the development of the 'Learning and	🟧

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

The Concordat
to Support the Career Development of Researchers

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Development/Personal Development Planning Although postgraduate research students have access to an electronic PDP system, there is no equivalent system for staff to enable them to record their personal/career development activity. It is recommended that the proposed Cardiff People system is configured in such a way as to allow staff to record professional and career development activity. *Modern Working Environment Steering Group/Cardiff People Steering Group*	Development' aspects of Cardiff People. Action: Human Resources Timescale: by September 2013. Sept 2014: There were delays in the implementation of the CORE 'Cardiff People' system, with the implementation of the 'Learning and Development' module being put back to October 2014. From April 2015 the University will be moving towards an online appraisal system and discussions are ongoing about how data about staff members' broader learning and skills development will be taken from appraisal forms and stored against individual records. As outlined above, CRIS (Current Research Information System) will be launched during February 2015. This is a new University-wide programme to support researchers and the University to manage research information and data and recommend new ways of working, new structures, services, policy, training and systems. CRIS will help researchers manage their projects, provide evidence for performance management and bring information together to improve planning, decision making and investments in research. It positions the University to increase research awards through sharing and developing new ideas and making it easier to find collaborators.	
	COMPLETED. To engage in the pilot of Vitae's licensed PDP tool for the Researcher Development Framework. Action: Researcher Development Team to co-ordinate. Timescale: Autumn 2012. Sept 2014: As above: interest in the PDP tool was limited to 19 out of 850 (approx.) researchers and feedback from those who participated was very mixed about whether they would continue to use it if Cardiff had a licence. The University is currently examining how staff can record personal development activity in its new 'Cardiff People' staff database and this will also be considered as part of the process of implementing CRIS	(green)
E Diversity and Equality		

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

1 Athena SWAN	ONGOING. Since the University received its bronze award in 2009, individual academic Schools have sought individual recognition under the scheme, with the School of Optometry & Vision Sciences and the School of Nursing and Midwifery both achieving silver awards and the School of Chemistry achieving a bronze award. There are now nine Schools in STEM disciplines working towards bronze, silver or gold awards. Additionally, four humanities and social science schools are participating in a pilot for an Athena SWAN scheme for humanities and social science.	
It is recommended that the University encourage all Academic Schools in SET discipline areas to consider the appropriateness of working towards the Athena SWAN silver award. *E&D Committee/HUMRS Athena SWAN Steering Group*		

1 Athena SWAN

It is recommended that the University encourage all Academic Schools in SET discipline areas to consider the appropriateness of working towards the Athena SWAN silver award.
E&D Committee/HUMRS Athena SWAN Steering Group

ONGOING. Since the University received its bronze award in 2009, individual academic Schools have sought individual recognition under the scheme, with the School of Optometry & Vision Sciences and the School of Nursing and Midwifery both achieving silver awards and the School of Chemistry achieving a bronze award. There are now nine Schools in STEM disciplines working towards bronze, silver or gold awards. Additionally, four humanities and social science schools are participating in a pilot for an Athena SWAN scheme for humanities and social science.

Sept 2014: The University applied for renewal of its Bronze Award in June 2014. Awards have been submitted as follows:

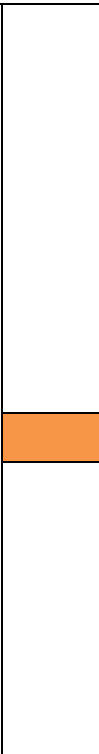| College	School	Award/Planned award	Date award achieved
College of Biomedical and Life Sciences	Cardiff School of Biosciences	Bronze	2013
	Cardiff School of Dentistry	Bronze	2013
	Cardiff School of Healthcare Sciences	New School of Healthcare Sciences includes Department of Nursing and Midwifery Studies which gained a Silver award in 2012. The School will apply for Silver award in its own right in November 2014.	
	Cardiff School of Medicine	Bronze	2013
	Cardiff School of Optometry and	Silver	2010

Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

		Vision Sciences		
		Cardiff School of Pharmacy and Pharmaceutical Sciences	Silver	2013
		Cardiff School of Psychology	Bronze	2013
		Cardiff School of Postgraduate Medical and Dental Education		Applied in 2010 for Bronze award and advised that Athena SWAN model did not apply because the majority of staff were administrative and their students (trainees) and consultants were based within the NHS and would therefore not be able to influence policies and practices for students and academic and research staff
	College of Physical Sciences and Engineering	Welsh School of Architecture	Submitted April 2014	
		Cardiff School of Chemistry	Bronze	2012
		Cardiff School of Computer Science	Submitting in November 2014	
		Cardiff School of	Submitting in April	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

	Earth and Ocean Sciences	2015	
	Cardiff School of Engineering	Bronze	2013
	Cardiff School of Mathematics	Submitting in November 2014	
	Cardiff School of Physics and Astronomy	Submitting for Project Juno in November 2014	

 During September 2014 two schools (Cardiff Business School and School of Modern Languages) were awarded the Gender Equality Mark

F Implementation and Review		
1 Benchmarking It is recommended that the University Concordat Benchmarking Document is posted online, with appropriate links, as a resource for researchers and their managers. *HUMRS*	COMPLETED.	
	New action Sept 2012	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

	PARTIALLY COMPLETED: The benchmarking document should be updated to reflect developments within the University since 2010. Action: To be co-ordinated by Researcher Development team. Relevant areas of professional support services to provide updates on activity within their remit. Timescale: Document to be completed and published on research staff webpages by December 2012. A more user friendly web-based version to be developed by start of 2013-14 academic year, following the introduction of a new University web content management system/website/intranet in Spring 2013. Sept 2014: The introduction of new University website has been delayed to 2014-15. Action carried forward. Interim measure – publish latest benchmarking report. The University will be introducing a staff intranet in 2014/15 and consideration will be given to how best to provide integrated information to PIs and others with management responsibility for researchers	
2 Careers in Research Online Survey	New action September 2012 COMPLETED: To participate in CROS 2013. Sept 2014: Results from the CROS survey was shared at the Research Staff Policy Forum in October 2013. The full report has been published on the University webpages. NEW ACTION: Cardiff University will participate in CROS 2015.	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action