TO ACTION

A. Recruitment & Selection

Principle 1: Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
13	**Researcher mobility (including Resaver pension scheme)** Review the options for the School should a researcher join the School and be in the Resaver pension scheme	(a) Active involvement in European wide work on Researcher mobility	Director of Human Resources Division	June 2020	**IN PROGRESS**	Progress on work in this area is slow due to Brexit – clarity needed

B. Recognition & Value

Principle 2: Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
6	**Bridging Funds:** Review the Bridging Funds criteria and make recommendations for any changes to Research Committee. As part of the Bridging Funds Policy review, access to Internal research related funding and knowledge exchange and Impact funding will be signposted	(a) Number of research staff benefiting from bridging fund	Research & Innovation Division, VCAC, RSC	By end of 2019 -20 session	**IN PROGRESS**	RSC have been consulted on Bridging Funds issues on a number of occasions by Director of LSE Research & Innovation. We expect to finalise all recommendations arising from the Review of the Research Incentives Policy (of which Bridging Funds are one part) by the end of 2019-20. Final recommendations would go through the School's approvals process with a view to implementation in August 2020.
		(b) Share information on the number of bridging fund applications with RSC on an annual basis		Annually at the RSC's Summer Term meeting	**IN PROGRESS**	There is currently a review of the Research Incentives Policy (of which Bridging Funds are one part) being undertaken. Bridging funds data will be available thereafter.
10	**Research Excellence Framework (REF) 2021:** Preparation for REF 2021 to include early involvement and consideration of research staff	(a) Feedback from researchers & RSA	Pro-Director (Research) Research Committee	REF 2021	**IN PROGRESS**	Preparation to date does encompass all research active staff, who have been directly consulted about our internal REF guidelines/criteria, and we will continue to do so all the way to the point of submission in November 2020.

24	**Communications:** To develop a communications strategy for research staff	(a) Strategy to be implemented in 2020-21 session	Head of Organisational Learning (Human Resources Division)	Summer 2020	**IN PROGRESS**	We are working with Communications Division to identify best means of handling dedicated communication to Research Staff colleagues
		(b) Include at least 3 research staff profiles per year within Staff News		By end of 2019 -20 session	**IN PROGRESS**	

C. Support and Career Development

Principle 3: Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.

Principle 4: The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
1	**Intellectual Property:** Review of intellectual property policy (which will include research staff)	(a) Acceptance of the revised Policy	Pro-Director Research, Director of LSE Research and Innovation	By end of 2019 - 20 session	**IN PROGRESS**	The School has convened a working group to develop the new policy and has engaged Oxentia Ltd to provide external expert advice. The Research Staff Committee has continued to receive updates from Research Committee and the Research and Innovation Division on this area of work. A new School Intellectual Property Policy is currently under consultation and the RSC will receive a draft for comments at its November 2019 meeting, through which research

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
						staff will also have the opportunity to provide feedback.
		(b) provide clarification on the School's IP Policy at appointment stage for new researchers.	Pro-Director Research, Director of LSE Research and Innovation	By end of 2019 - 20 session	IN PROGRESS	
2	**Mentoring:** Schedule in training sessions for new mentors by Michaelmas Term 2017.	Sessions have now been scheduled. Next steps are: (b) To ensure that at least 75% of places are filled (c) To achieve a 85% satisfaction level of good or excellent for the session	Head of Organisational Learning (Human Resources Division) & Director of the Teaching & Learning Centre	By end of 2019 - 20 session	IN PROGRESS	Guidance for mentors is available here. Despite attempts to schedule, the original session was cancelled due to lack of attendance Further sessions are being scheduled and renewed attempts at improving attendance are being made. Plus, guidance has been provided online to mentors

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
16	**Career Development:** Review the skills training provided to Researchers in light of the growing Education Career Track (ECT) type roles in the School (and the higher education sector) taking cognizance of the RDF framework developed by Vitae where appropriate.	The review has been completed. Next steps are: (b) 2019-20 session Research Staff training programme reflects the outcome of the review	Head of Organisational Learning (Human Resources Division) Director of Human Resources Division	2021	IN PROGRESS	A review was completed as part of the tender process outlined in action #15. 2018/19 skill training programme has been aligned to the RDF framework. External training providers were asked to show how their course supported the RDF Framework During 2019/20 the ECT roles will be analysed and the core skills training
17	**Career Development:** Introduce training sessions on developing grant writing skills Introduce skills development sessions for NRSC staff on making applications for higher grant values commensurate with the recently created career track	Sessions have commenced and we have achieved 93.7% good or excellent satisfaction scores. Next steps are: (c) To ensure that at least 75% of places are filled by - ensuring workshops are run when delegates have identified is best for them to attend e.g lunch-time sessions. - sending direct emails to research staff on a termly basis, followed up with targeted emails and Staff News articles	Head of Organisational Learning (Human Resources Division) Director of the Teaching & Learning Centre Director of Research & Innovation Division Centre Directors/Centre Managers	2021	IN PROGRESS	Currently occupation rates are 64.5%

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
18	**Career Development:** Introduce training sessions for research staff making the transition from Researcher to Principal Investigator as well as academic staff to Principal Investigator	Courses have commenced with an overall satisfaction level of 93.7% good or excellent. Next steps are: (b) Monitor attendance and feedback	Head of Organisational Learning (Human Resources Division) Director of the Teaching & Learning Centre Director of Research Division	Michaelmas Term 2019	IN PROGRESS	The evaluation and attendance is being measured on an ongoing basis and will be reviewed at the end of Michaelmas term 2019
		(c) To achieve a 85% satisfaction level of good or excellent for the session		2019-20	IN PROGRESS	
		(d) To ensure that at least 75% of places are filled		2019-20	IN PROGRESS	Currently occupation rates are 64.5%
19	**Career Development:** Increase the percentage of research staff who feel that their job is secure (as measured by the relevant question in the LSE Staff Survey) through a concerted plan to better support continuity of employment for researchers, including by improving access to bridging funds (action #6), training research staff, improving CDRs and mentoring, and sharing best practice and job opportunities (action #26).	(a) Increase in % of staff who feel their job is secure.	Pro Director (Research) Director of Human Resources Division Research & Innovation Division	2019-20	IN PROGRESS	The Staff Survey in 2019 showed that 44% of staff said they felt their job was secure. This is an increase of 16% since the Staff Survey in 2015 where only 28% of staff felt their job was secure.
		(b) To evaluate (through the annual research staff survey) awareness amongst research staff of appropriate job opportunities within the School		Summer 2020	TO ACTION	
		(c) To then achieve a 75% increase amongst staff in awareness of job opportunities		Summer 2020	TO ACTION	

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
20	**Career Development:** Update CDR guidance and form to ensure it refers to the issue of actions to facilitate continuity of research staff employment within CDR meetings	Guidance has been revised. Next steps are: (b) Positive feedback on CDRs through annual research staff survey	VCAC, Human Resources Division	2020	IN PROGRESS	
21	**Career Development:** Introduce the Vitae Researcher Development Framework (RDF) as an individual training plan and develop guidance on how it can be used by research staff.	Guidance for use of RDF available on dedicated web pages for research staff. Next steps are: (b) To achieve a 85% satisfaction level of good or excellent for the plan	Head of Organisational Learning (Human Resources Division)	2020	IN PROGRESS	
22	**Career Development:** Explore use of the developing Academic Professional Standard and the Apprenticeship levy.	(a) Effective use of Apprenticeship levy and develop actions accordingly	Head of Organisational Learning (Human Resources Division)	June 2021	IN PROGRESS	No relevant apprenticeships currently available however this is being monitored on an ongoing basis.
23	**Mentoring/Career Development** Update the Mentoring guidance to include continuity of the contract as a discussion point.	Guidance has been updated to include continuity of the contract as a discussion point. Next steps are: (b) 75% of staff who have been mentored via the formal Mentoring process to be satisfied with it	VCAC, Human Resources Division	July 2020	IN PROGRESS	
33	**2030 Strategy:** To ensure that research staff are made aware of the LSE 2030 Strategy (also links to action #24).	(a) Through communications channels identified in action #24, the School will ensure that research staff are aware of next steps in the LSE 2030 strategy	Pro-Director Research, Human Resources Division	2019-20	TO ACTION	

D. Researchers Responsibilities
Principle 5: Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
12	**Involvement in life of the Department/Centre** To encourage research staff to play an active role in the life of their Department/Centre, including getting involved in appropriate departmental decision-making processes such as committees and working groups.	The matter had been raised by Professor Julia Black at the RCDF meeting. Next steps are: (b) 10% improvement in level of research staff engagement as measured by relevant survey questions e.g. annual researcher survey	Research Staff Committee, Professor Julia Black, Research & Innovation Division	2021	**TO ACTION**	
34	**Researcher/PI relationship** Seek to further clarify the expectations of the PI and researcher in the research relationship	(a) develop documentation to clarify the expectation of researchers and PIs in managing the research relationship	Research Staff Committee	June 2020	**TO ACTION**	

E. Diversity and Equality
Principle 6: Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
35	**Supporting early career researchers** To develop a learning and development programme to support female early career researchers	100% take up of places available on the programme 85% satisfaction level of good or excellent for the session	Head of OL	June 2020	**IN PROGRESS**	We are currently drafting a programme with other institutions and Advance HE
36	**Athena Swan:** To ensure that the Athena Swan action plan addresses areas identified by research staff through the Staff Survey	(a) Undertake an exercise to correlate the Concordat Action Plan and the Athena Swan Action plan to ensure research staff, with regards to recruitment and people management procedures are operated in a fair and transparent way.	EDI Steering Group Human Resources Division Research Staff Committee	2020	**TO ACTION**	
37	**2030 Strategy**	(a) Ensure the Concordat action plan and principles are a key consideration in the development of Department and Centre level plans.	EDI Steering Group Human Resources Division Research Staff Committee	2020	**TO ACTION**	

F. Implementation and Review

Principle 7: The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
27	**Benchmarking/CROS & PIRLS:** Benchmark the best practice identified in CROS and PIRLS against LSE practices and review where necessary	(a) Complete benchmark and make appropriate recommendations where relevant	Human Resources Division Research Staff Committee	June 2020	**TO ACTION**	
26	**Sharing best practice:** To set up a mechanism for researchers to share best practice and methods of notifying each other about upcoming job opportunities, particularly research staff who may be coming to the end of their contract	(a) to identify an appropriate vehicle	Head of Organisational Learning (Human Resources Division) Research & Innovation	June 2020	**TO ACTION**	This is now part of broader work being undertaken on collaboration and sharing best practice across the School, but we aim to be able to action in 2019/20
		(b) To identify a process by which we measure awareness of appropriate job opportunities within the School.		June 2020	**TO ACTION**	
		(c) To then achieve a 75% increase amongst research staff in awareness of job opportunities.		December 2020	**TO ACTION**	
		(d) develop a video of research staff experiences to support awareness of job opportunities at the School	Human Resources Division	June 2020	**IN PROGRESS**	
14	**Active involvement in Vitae** The School to have a greater influence on wider UK provisions for research staff through active involvement in Vitae	(a) Active involvement in VITAE initiatives, through joining the regional group	Director of Human Resources Division Human Resources Division	2020	**IN PROGRESS**	
38	**Oversight** This action plan will be overseen by the Research Staff Committee	(a) All leads will provide interim updates, with a report at each summer term RSC meeting	Research Staff Committee members	Every summer term	**IN PROGRESS**	
		(b) The Committee will be kept	Human Resources	2019-20	**IN PROGRESS**	

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
		updated of any recommendations emerging from the review process				
39	**Internal Evaluation** Undertake regular internal evaluation to gain researcher feedback	(a) Staff survey: Research staff data from the staff survey will be provided to the Research Staff Committee. Any recommendations from the Committee will be considered for inclusion within the Staff Survey Action Plan.	Human Resources	2019-20	IN PROGRESS	
		(b) An annual survey from the Organisational Learning team will be circulated to research staff	Head of Organisational Learning	Annually in summer	IN PROGRESS	
		(c) Themes emerging from the staff survey will be explored further in the annual Organisational Learning survey	Head of Organisational Learning	2019	IN PROGRESS	
		(d) An annual review of themes emerging from the Exit Questionnaire to be received by the Research Staff Committee	Research Staff Committee Human Resources Division	Annually in summer	TO ACTION	
		(e) Head of Organisational Learning attends a Research Staff Association meeting to receive research staff feedback ahead of the next review	Head of Organisational Learning	2020	TO ACTION	
		(g) Receive results from Research and Innovation and LSE Library project that aims to analyse the experience of researchers and the efficiency of research support at LSE	Research and Innovation	2019-20	IN PROGRESS	The survey is in progress and results will be available in due course

COMPLETED ACTIONS

A. Recruitment & Selection
Principle 1: Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
9	**Recruitment:** Use Euraxess to advertise all relevant research roles alongside other mediums by Michaelmas Term 2017	(a) 100% of all relevant research roles advertised on Euraxess	Research Staff Committee, Human Resources	8 December 2017	**COMPLETE**	All relevant research roles are now advertised on Euraxess

B. Recognition & Value

Principle 2: Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
	To introduce a New Research Staff Career at the LSE.	(a) Implementation of New Research Staff Career	VCAC, Human Resources Division, RSC	March 2015	COMPLETE	New Research Staff Career has been implemented Further information is available here.

C. Support and Career Development

Principle 3: Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.
Principle 4: The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
9	**Redeployment** (a) Finalisation of LSEs redeployment process (which will include research staff)	Human Resources Division	Implementation of redeployment process	July 2015	COMPLETE	Redeployment process has been implemented. Guidance available here.
28	**Promotions:** (a) To develop new promotions procedures for the New Research Staff Career. Continue to review promotions procedures for research staff	VCAC, Human Resources Division, RSC	Implementation of promotions process	July 2016	COMPLETE	New promotions process has taken effect. Guidance available here.
2	**Mentoring:** Schedule in training sessions for new mentors by Michaelmas Term 2017.	(a) To have scheduled in at least one session to take place by 15 December 2017	Head of Organisational Learning (Human Resources Division) & Director of the Teaching & Learning Centre	15 December 2017	COMPLETE	Sessions have now been scheduled
		(b) To ensure that at least 75% of places are filled		14 December 2018	N/A	Guidance for mentors is available here. Despite attempts to schedule, the session was cancelled due to lack of attendance
		(c) To achieve a 85% satisfaction level of good or excellent for the session				

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
						Further sessions are being scheduled and renewed attempts at improving attendance are being made. Plus, guidance has been provided online to mentors
3	**Mentoring:** Review the Research Staff Mentoring Guidance and update if necessary	(a) 75% usage of mentoring and positive mentions of mentoring relationships in CDR reports	VCAC, RSC, Human Resources Division	30 June 2017 with a review every Summer Term	**COMPLETE**	Guidance is available here. HR will report usage statistics in 2019.
4	**Career Development Reviews:** Review the Research Staff Career Development (CDR) Guidance and Form and update if necessary.	(a) 100% usage of CDR and the extent to which constructive and detailed advice is given	VCAC, RSC, Human Resources Division	30 June 2017 with a review every Summer Term	**COMPLETE**	Updated guidance is available here. HR will report usage statistics every MT.
5	**Career Development:** Send research staff a bespoke LSE Careers newsletter three times per year at the start of each term, highlighting the support offered to research staff.	(a) Publish newsletter three times per year (one per term), with more articles regarding researchers	Research Staff Committee /LSE Careers Service	First newsletter to go out by 31 July 2017 and then once per term	**COMPLETE**	First newsletter has been circulated, a termly newsletter is now in place.
15	**Career Development:** Redesign the Research Staff training programme by Michaelmas Term 2017 to ensure that it meets the needs of research staff and the RDF framework developed by Vitae where appropriate	(a) Courses to commence by 8 December 2017	Head of Organisational Learning (Human Resources Division) Director of the Teaching & Learning Centre Director of Research & Innovation Division	8 December 2017	**COMPLETE**	Courses have commenced - full list of courses is available here
		(b) To achieve a 85% satisfaction level of good or excellent for sessions through: - a training needs analysis which has been conducted to ensure that workshop content is appropriate. - a full tender process being conducted to ensure quality of		14 June 2018	**COMPLETE**	We have received above 85% satisfaction levels of good or excellent for sessions through. A training needs analysis has been conducted to ensure that workshop content is appropriate. A

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
		providers is high. - regular monitoring of evaluation data				full tender process has also been conducted to ensure quality of providers is high. We are also regularly monitoring and evaluating data.
		(c) To ensure that at least 75% of places are filled by – - ensuring workshops are run when delegates have identified is best for them to attend e.g lunch-time sessions. - sending direct emails to research staff on a termly basis, followed up with targeted emails and Staff News articles		14 June 2018	COMPLETE	While places are initially filled, there is a high dropout rate
		(d) Training needs analysis within the CDR to be completed in 100% of cases where the CDR is completed		14 June 2018	COMPLETE	

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
16	**Career Development:** Review the skills training provided to Researchers in light of the growing Education Career Track (ECT) type roles in the School (and the higher education sector) taking cognizance of the RDF framework developed by Vitae where appropriate.	(a) Review to be completed by deadline	Head of Organisational Learning (Human Resources Division) Director of Human Resources Division	14 June 2018	**COMPLETE**	This was completed as part of the tender process outlined in action #15. 2018/19 skill training programme has been aligned to the RDF framework. External training providers were asked to show how their course supported the RDF Framework During 2019/20 the ECT roles will be analysed and the core skills training programme then aligned to this analysis.
17	**Career Development:** Introduce training sessions on developing grant writing skills Introduce skills development sessions for NRSC staff on making applications for higher grant values commensurate with the recently created career track	(a) Sessions to commence by end of Michaelmas Term 2017 (8 December 2017)	Head of Organisational Learning (Human Resources Division) Director of the Teaching & Learning Centre Director of Research & Innovation Division Centre Directors/Centre Managers	8 December 2017	**COMPLETE**	Courses have commenced
		(b) To achieve a 85% satisfaction level of good or excellent for the session		14 June 2018	**COMPLETE**	Overall satisfaction level is 93.7% good or excellent
18	**Career Development:** Introduce training sessions for research staff making the transition from Researcher to	(a) Sessions to commence by end of Michaelmas Term 2017	Head of Organisational Learning (Human Resources Division)	8 December 2017	**COMPLETE**	Courses have commenced and will be evaluated in 2019

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
	Principal Investigator as well as academic staff to Principal Investigator	(c) To achieve a 85% satisfaction level of good or excellent for the session	Director of the Teaching & Learning Centre Director of Research Division	14 June 2018	COMPLETE	Overall satisfaction level is 93.7% good or excellent
20	**Career Development:** Update CDR guidance and form to ensure it refers to the issue of actions to facilitate continuity of research staff employment within CDR meetings	(a) Revised guidance and form to take effect 2017-18	VCAC, Human Resources Division	30 June 2017	COMPLETE	Reference to the issue of actions to facilitate continuity of research staff employment have now been included in the form and guidance available here
21	**Career Development:** Introduce the Vitae Researcher Development Framework (RDF) as an individual training plan and develop guidance on how it can be used by research staff.	(a) Researcher Development Framework (RDF) and supporting guidance to take effect 2018-19	Head of Organisational Learning (Human Resources Division)	8 June 2018	COMPLETE	Guidance for use of RDF available on dedicated web pages for Research staff
23	**Mentoring/Career Development** Update the Mentoring guidance to include continuity of the contract as a discussion point.	(a) Updated mentoring guidance to be ready for new session 2017-18	VCAC, Human Resources Division	30 June 2017	COMPLETE	Guidance has been updated to include continuity of the contract as a discussion point.

D. Researchers Responsibilities
Principle 5: Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
12	**Involvement in life of the Department/Centre** To encourage research staff to play an active role in the life of their Department/Centre, including getting involved in appropriate departmental decision-making processes such as committees and working groups.	(a) Feedback from researchers & RSA (b) 10% improvement in level of research staff engagement as measured by relevant questions on the staff survey	Research Staff Committee, Professor Julia Black, Research & Innovation Division	8 December 2017	COMPLETE	The matter has been raised by Professor Julia Black at the RCDF meeting.

E. Diversity and Equality
Principle 6: Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
25	**Data** Receive equality data profiles from Human Resources on an annual basis and make recommendations where necessary.	(a) First set of profiles to be received by RSC in Michaelmas Term 2017 and then annually	EDI Steering Group Human Resources Division Research Staff Committee	9 December 2017	COMPLETE	RSC received data profiles at its 29 November 2017 meeting and will receive them annually in Michaelmas Term.

F. Implementation and Review

Principle 7: The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
7	**Review of web pages:** Include information on Euraxess within Research Staff Web pages by Summer 2017. Ensure more appropriate signposting	(a) Feedback from researchers & RSA	Human Resources Division	28 July 2017	**COMPLETE**	Information has been added to HR/Research Staff webpage. Further information is available [here](#).
		(b) 10% increase in number of link clicks to Euraxess over one year		28 July 2018	**COMPLETE**	
8	**Review of web pages:** Review and update the Research Staff landing pages by the end of Michaelmas Term 2017 ensuring that they are updated with relevant information.	(a) Key Research Staff web pages to be reviewed annually at Summer Term RSC meeting	Human Resources Division	8 December 2017, with a review every Summer Term	**COMPLETE**	HR webpages have now been migrated to new website. Next steps will be to encourage engagement on those pages.
		(b) 10% increase in number of visits to landing page over one year				
28	**Exit Questionnaire:** Review the content of the School's Exit Questionnaire to ensure it captures relevant information on research staff leaving the School, with the intention of getting reliable data about continuity of employment issues, i.e. staff being made redundant due to end of external grants, etc.	(b) Complete review by 31 August 2017	Research Staff Committee Human Resources Division	31 August 2017	**COMPLETE**	Feedback of quantitative and qualitative trends fed into revisions to the exit questionnaire process Review was completed via RSC in 2017 and proposed changes have been included in the revised exit questionnaire.
		(c) Ensure that there is a clear question on reason for leaving, to produce reliable data in turn on reasons for leaving		9 December 2017	**COMPLETE**	Reason for leaving question has been amended to be more reflective of the research staff population
		(d) Ensure that all staff leaving the School are invited to complete the Exit Questionnaire		9 December 2017	**COMPLETE**	All researchers leaving the School are being asked to complete the Exit Questionnaire.

Action #	Proposed Action	Criteria/Success Measure	Lead(s)	Timescale	Status	Evidence (summary or link)
11	**Exit Questionnaire:** Review data from the School's Exit Questionnaire with a view to understanding the circumstances on leaving and future career trajectory	(a) Ensure that all staff leaving the School are invited to complete the Exit Questionnaire	Human Resources Division, Research Staff Committee	31 August 2017 With a review every Summer Term	**COMPLETE**	All research staff leaving the School are being asked to complete the exit questionnaire upon leaving (including where the researcher leaves due to the end of their fixed-term contract). An improved Exit Questionnaire was approved by the HR Advisory Group in Jan 2018 and data trends will be analysed in due course
		(b) Ensure that there is a clear question on reason for leaving, to produce reliable data in turn on reasons for leaving and develop actions based on analysis of the data		2018-19	**COMPLETE**	Reason for leaving question has been amended.
39	**Internal Evaluation** Undertake regular internal evaluation to gain researcher feedback	(f) a junior researcher at Research Officer/Policy Officer level will be included on the Committee membership from 2019-20 onwards.	Research Staff Committee Human Resources Division	Ahead of next RSC meeting in November 2019	**COMPLETE**	The inclusion of a junior researcher at Research Officer/Policy Officer level has now been approved and included on the Committee membership from 2019-20 onwards.

ACTIONS REMOVED FROM THE PLAN

Action #	Action point	Lead	Timescale	Summary
29	Development of the Careers in Research Online Survey CROS 2017 in a manner which supports a trajectory to increase researcher engagement	RSC/Academic and Professional Development Adviser to Research Staff	March 2017	N/A – LSE will not be participating in CROS 2017*
30	Development of the Principal Investigators and Research Leaders Survey PIRLs 2017 in a manner which supports a trajectory to increase PI engagement	RSC/Academic and Professional Development Adviser to Research Staff	March 2017	N/A – LSE will not be participating in CROS 2017*
32	To resurrect the PI Development Programme with a view to encouraging any individuals that manage research staff to attend the programme	Academic and Professional Development Adviser to Research Staff/RSC	April 2016	N/A – This has now be incorporated within action 18

* The School did not undertake CROS or PIRLS 2017, instead focusing its efforts on developing actions based on the outcomes of the LSE's 2015 Staff Survey, which also provided data on research staff.

Last updated: **23 September 2019**