

# Outline contents for SED covering research, people, infrastructure, finance and management, MPLS

## 1. INTRODUCTION

Overview of the faculty, overall size and shape (academics, researchers and students), measures of success, main strategic aims, key changes since last review, challenges

## 2. RESEARCH PROFILE AND STRATEGY

### Overview

- Overview of research themes or groups, research institutes, research highlights, key challenges
- Overall research strategy (incl appointment strategy)
- Indicators of quality and income: REF, external grant income, median grant income per year, overhead grant income per head ( in Annex – provide grant income for each member of faculty), publications/bibliometrics and conference proceedings
- Overarching SWOT for the department's research

### Details on individual research groups

- For each group give number of faculty, postdocs, DPhil students
- Describe focus of research, key grants, collaborators and other partners (other Oxford departments, other universities/institutes, industry)
- Provide SWOT analysis for each research group/theme

### Innovation, industry and collaborations

Spin-outs, patents and licensing, software incubation.

Ensure an overview of the strategy for links with industry is provided somewhere (This may have been covered earlier).

Broader collaborations with other institutions, national initiatives and/or facilities

## 3. PEOPLE

**Basic stats:** number of academic and research staff by type e.g. Stat profs, APs, RSIVs, other researchers, administrative and technical support staff

How have numbers of the different categories of staff changed/grown since the last review?

**How are new members of staff inducted and supported?**

e.g. start-up funds, familiarising them with procedures for research administration, familiarising them with Oxford's way of teaching and supervising, reduction in teaching in early years, support beyond the minimum required for probation.

#### **How does the department systematically support established members of staff?**

Appraisals/PDR

#### **How does the department systematically grow/prepare future leaders of the dept?**

e.g. to become head of research/teaching, head of a research theme/institute or head of department?

#### **Athena SWAN**

What is the gender and ethnicity balance for academic and research staff, and what are the key actions that the department is taking to improve the balance. How does the department support those with caring responsibilities?

#### **Early career researchers**

How does the department provide support to early career researchers (e.g. RAs, PDRAs) to help them make the next step in their career? E.g. career planning, personal development reviews, training to teach and opportunities to teach, support writing bids for research grants/fellowships, careers days

### **4. INFRASTRUCTURE**

Overview of your estate (size in square m)

Evaluation of the quality of the estate.

How does the estate match your research strategy?

Details of any workshops, research/lab facilities (if any), key parts of teaching space

### **5. FINANCE**

Income, costs and deficit/surplus: past and predicted

Composition of income: JRAM for teaching, QR, research grant income, research overheads, trading, trusts/funds/donations

Breakdown of research grant income by funder. Has there been an effort towards diversification?

Composition of expenditure

Threats to and opportunities for income and cost base.

Strategy for maintenance and replacement of research equipment.

Organisation and financials for Small Research Facilities

Fund-raising and alumni relations

## **6. GOVERNANCE AND ADMINISTRATION**

How is leadership provided: e.g. HoD, deputy/associate heads for teaching/research?

How is day-to-day management conducted e.g. management committee

Committee structure. How are decisions made: e.g. whole faculty meetings, research committee, academic/teaching committee. What student representation is there?

Responsibilities for safety

How is administrative support provided e.g. what are the functional teams, how many (FTE) in each team, to whom do they report? Has administrative support been reviewed/enhanced/ re-organised?

(where necessary, and for the benefit of externals, explain what administrative functions are carried out by the department and what are carried out by the division/centre)

## **ANNEXES**

Resist the temptation to add lots of annexes. Instead, try to weave the relevant data into the main body of the SE. Annexes might include

- List of faculty, their status (e.g. Stat prof, AP, RSIV etc), their research theme/focus/group, and their research income over the past 3/5 years (indicate any recent starters)