

List of duties for the research group leaders at BSS

Framework

The University of Southern Denmark's regulations allows for the Head of Department to appoint research group leaders to perform managerial tasks, research tasks or other special tasks.

In addition, the University of Southern Denmark has adopted a code of conduct for research integrity, which of course also applies to the research group leader (hereinafter referred to as "RGL").

At BSS, the RGL is intended to have a key managerial role at the department, not least as regards the local strategy implementation. The RGL has a key role in relation to the research group, but also in relation to the department as a whole.

In cooperation with the Head of Department, the RGL is responsible for the decentralised development and implementation of individual objectives for the groups, including objectives for:

- The peer-reviewed quality of the groups' research and its relevance to the education programmes and the global, national and regional society
- The groups' integration with the education programmes (including PhD programmes)
- The groups' contributions to selected knowledge exchange activities

It is of vital importance that each RGL balances the interests of his/her own group with that of the more general interests of the department. The RGL is thus the representative of the research group in the management group at the department as well as the department's representative in the research group.

The RGL is an academic staff member, whose duties and rights are governed by the Job Structure. Authority is transferred to the RGL to be exercised on behalf of the Head of Department. All academic staff members continue to refer to the Head of Department.

The Head of Department may, if deemed appropriate, choose to deviate from the following list of duties. This only after consulting the Dean.

The following list describes typical competencies, tasks etc. for the RGL at BSS.

Duties typically handled by the group leaders:

a) Staff responsibility

The RGL does not have independent managerial responsibility and authority; they act on behalf of the head of department.

The RGL conducts the annual appraisal interviews with all employees in the group. At the request of either the RGL or the employee, the Head of Department may participate in the interview. The employee, however, always has the right to an appraisal interview with the Head of Department if he/she so wishes.

The RGL may assist the Head of Department in connection with the ongoing and annual wage negotiations.

The RGL plays a key role in the recruitment of new employees.

The RGL, together with the Head of Department, shall adjust the staffing of the group and ensure that job advertisements are prepared for vacant positions in the group.

The RGL has a special managerial responsibility for new hires and young employees in the group. This is to ensure focus on their well-being and inclusion in the work of the group.

In order to contribute to gender equality, the RGL and the Head of Department must demonstrate understanding of the special managerial challenges in relation to the under-represented gender among researchers and try to support these researchers' aspirations and ambitions as well as possible. Development of new initiatives for gender equality is the joint responsibility of the department and the Faculty.

b) Research management

The role as RGL is to be exercised under due consideration to the pluralistic research which characterises the departments and the Faculty, but must also be exercised within the framework of the Faculty Strategy up until 2020.

Specifically, the RGL must support the following activities concerning the development of the research groups:

- Contribute to well-defined, focused and coherent research areas at a high international level, which are clearly integrated with the education programmes and knowledge exchange activities
- Set clear goals for the quality of the peer-reviewed research and its relevance to the education programmes and society
- Ensure increased focus on and potential for external funding
- Contribute to the highest research ethics and scientific standards

The RGL must draw up proposals for the short term and long term development of the group, including a research profile and research strategy jointly with the group. The RGL shall ensure consistency between the department's and the research group's strategies.

The RGL shall enter into dialogue with group members about expectations for the amount, and form, of publication. The RGL may not, however, impose group members to select specific research formats, methods or forms of publications, but shall ensure that publication is carried out within the framework of the agreed publication strategy.

It is the RGL's duty to promote high-quality research by giving room for initiatives and by developing the teamwork in the research group. Professionalisation of the research management ensures that the individual employee gets attention and recognition for his/her work, and that the employee's specific competencies and the importance of teamwork are appreciated. Research management especially concerns supervision and coaching, but it is also about ensuring that the merit system is familiar and transparent to the young researchers.

It is the RGL's responsibility that regular research-related joint activities are held in the group (paper presentations, research seminars etc.), but also that the employees participate in the research-related activities in the group.

Moreover, it is the responsibility of the RGL that group members coordinate applications for external funding. Also, the RGL shall work to ensure that obvious opportunities for external funding are utilised in the best possible way.

Furthermore, the RGL, together with the department's management group, is responsible for promoting cooperation with other research groups and to take initiatives for cooperation with external partners. In this connection, it is the RGL's task to ensure the preparation of a strategy for knowledge exchange.

c) Duties related to the education programmes

It is the RGL's task to ensure consistency between research and educational activities in the group. This, among other things, is in order to ensure that research is brought into play in relation to the education programmes.

The RGL is also, in close cooperation with the Head of Department and the Head of Studies, responsible for the development of the group's educational activities, and that these are of a high quality. The RGL also participates in department work by preparing lesson plans.

d) Distribution of tasks

It is the responsibility of the RGL that teaching and administrative tasks in the group are distributed in a fair and transparent manner between the members of the group on the basis of the standard system used at the department.

Major changes in the employee's annual work tasks must be agreed with the Head of Department.

e) Distribution of operating funds

The RGL manages and is responsible for the group's expenditure budget. The budget can be used for: conference participation, data gathering, seminars, guest speakers and conferences at the University. The RGL shall ensure transparency and consistency in the way the operating funds are used.