UNIVERSITY OF CAMBRIDGE
Faculty of Computer Science
& Technology

Athena
SWAN
Bronze Award

Minutes of the meeting of the Post-Doc Forum held at 12noon on Thursday 26 November 2015 in Room GC22, William Gates Building.

Present: David Chisnall (Chair)
Claire Chapman (Secretary)
Daniel Bates
Alice Hutchings
Stephen Kell
Andy Rice
Laura Rimell
Caroline Stewart
Noa Zilberman

1. **Apologies**
Stephen Cummins
Andrea Kells
Ekaterina Kochmar

2. **Report on actions from last meeting**
None.

3. **Mentoring Guidelines**
The guidelines provided by Joanne McNeely were discussed. It was agreed that members should expand on these and deposit further suggestions into the git repository. David Chisnall will collate the information and send to Claire Chapman to incorporate into revised guidelines.

Action: David Chisnall & Claire Chapman

Each forum member currently now has at least one mentee. It was noted that PhD students are not assigned a mentor but Research Assistants as well as Associates/Senior Associates are (PhD students generally start in batches and have several induction events).

Discussion took place on organising a regular social event for mentors and mentees. It was agreed to hold a monthly tea at 3.30pm in the Fish Bowl. Each month a forum member will provide a cake and the expenses can be reclaimed from the Transferable Skills budget.

Actions: 1) David Chisnall to set date in January 2016
2) Joanne McNeely to advertise social teas to all mentors & mentees
3) Laura Rimell to supply the cake in January 2016

4. **Mentoring Scheme**

The Post Doc Forum has been running a trial mentor scheme for new postdocs and research assistants this term.

It was decided to increase the mentoring scheme to other Lab research staff. David Chisnall will make an initial call for volunteers. It was agreed that we should continue to pair mentees with someone from a different research group. This will ensure wider department contacts and may promote cross disciplinary discussions.

Andy Rice suggested a database should be set up listing each mentor/mentee pairing with names of additional mentors available.

Some expressed the view that it would be useful to discover some personal details for the mentee i.e. if they have a visa, family, their interests etc. before assigning a mentor. It was noted that this may be hard to ascertain before their actual arrival due to the personal nature of these questions. It was agreed that this may make the process too complex but changing/swapping pairings should be easy to do.

Action: David Chisnall to send a request to 'lab-ras for volunteer mentors.

5. **Mentoring Training**
Noa Zilberman gave a summary of the Mentoring workshop to be run on 26 November 2015 by Dr Sharon Saunders. It is organised by women@CL Big Sister-Little Sister programme and will be for Postgraduates, PhD students and Undergraduates. It will cover peer mentoring, different types of mentors and what mentees should expect.

Caroline Stewart explained that a mentoring scheme is currently being set up by the Department of Chemical Engineering and Biotechnology. They are seeking funding contributions from other Departments to join in the scheme. Caroline Stewart to investigate further and circulate information.

Caroline Stewart said there should be central PPD training organised next year and once details are known she will advertise.

Action: Caroline Stewart

6. **Induction Form for all staff**
The following amendments needed to the form were identified:

- How to book holiday. It was noted that all Postdocs on a Tier 4 visa should notify the PI and Departmental Secretary when and where they are on holiday as UK Immigration can demand to know where they are at any time. The form should include the special email addresses that should also be notified.

- The checklist should be rephrased as actions for the PI to perform, for example 'ensure that the new starter is aware of X rather than X exists

- How to claim back expenses

- Pay arrangements (to note down that if starting date is after the payroll deadline then payment won't be made until 26 day of following month)

- How to give feedback on the form itself

- To include the person responsible for disclosing information and timeframe when things need to have been completed

It was agreed that Claire Chapman and Caroline Stewart would update the form with the suggestions from members. This will be put on the website in due course.

Action: Claire Chapman and Caroline Stewart

7. **Contribution Increment Scheme for Researchers**
Deadline for submission for this term's exercise is 4 December 2015. Caroline Stewart confirmed that she always circulates information on the scheme as soon as she receives it.

Some issues were unclear on this form. The definition of a 'year' was clarified to mean a year of continuous employment, starting at the hiring date and not affected by promotion.

The current phrasing related to retaining staff who might earn more elsewhere (which applies to a large number of [SRAs in the Computer Lab] and rewarding exceptional behaviour. These may need to have clarified.

8. **Changes to RA/SRA promotions and responsibilities**
The Faculty Board recently revised the procedure for promotion to SRA and the ability of SRAs to be investigators on grants.

The new procedure will be added to the website and will be communicated to all Postdocs in the Lab. More specific departmental guidelines will also be added. It was noted that SRAs are involved in teaching in the Department by supervising but may not necessarily be lecturing.

Action: Caroline Stewart

9. **Any other business**
Andy Rice said that the Researcher Development Workshop has asked for volunteers to be involved in the course design of the Computer Science Curriculum. A mechanism will be developed which will allow feedback to be sent to the Teaching Committee. Those interested, should contact Andy Rice.

10. **Date of next meeting**
To be set up in Lent Term by Doodle Poll.

Action: Claire Chapman