



University of Ljubljana

UL HUMAN RESOURCES STRATEGY FOR RESEARCHERS AND TEACHERS 2021–2023 WITH ACTION PLAN

Adopted by the UL Senate at its third session on 21 December 2021.

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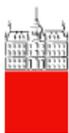
Prof. Dr Gregor Majdič



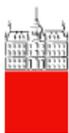
This document is the UL Human Resources Strategy with Action Plan for the 2021–2023 period. It is based on the UL Strategy and evaluation of the implementation of the UL Human Resources Strategy for Researchers' Career Development for the period 2017–2020. The realisation of the objectives and measures of this action plan is monitored by the UL vice-rector in charge of research and development and the UL Committee for Research and Development. The objectives and measures are presented by individual substantive areas modelled after the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.



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I. ETHICAL AND PROFESSIONAL ASPECTS

1. Research freedom

Objective 1: Establish a central system for regular informing of the academic and wider public on research topics and scientific research achievements

1.1. Establish an online platform, Research News, for publication of non-scientific short articles on research conducted at the UL

DEADLINE: 4/4 2021 and continuing

RESPONSIBLE BODY: UL Management, University Office for Research Activity

INDICATOR: Established platform and published research news

2. Ethical principles

Objective 2: Strengthen the observation of ethical aspects/integrity in research, habilitation and promotion

2.1. Establish a procedure for and rules on handling violations of research integrity

DEADLINE: 4/4 2021

RESPONSIBLE BODY: UL Management, University Office for Legal Affairs, HR Service, Ethical Issues Committee

INDICATOR: Adoption of rules defining the procedure for handling violations of research integrity

2.2. Prepare guidelines on ethical conduct in scientific publishing for researchers starting their career

DEADLINE: 3/4 2023

RESPONSIBLE BODY: UL Management, Committee for Research and Development, University Office for Research Activity

INDICATOR: Adoption of rules defining the procedure for handling violations of research integrity

2.3. Prepare an on-line training seminar on handling ethical aspects of research, which involves working with people (carried over from the previous period)

DEADLINE: 4/4 2021

RESPONSIBLE BODY: University Office for Research Activity, Human Research Ethics Committee

INDICATOR: Implemented online seminar and a recording posted on the University intranet and in the UL e-classroom.

3. Professional responsibility

Objective 3: Ensure the responsibility of researchers to society

3.1 Prepare guidelines, recommendations and examples of good practice for researchers on how to involve social stakeholders in their research work by taking into account ethical principles (carried over from the previous period).

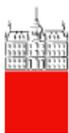
DEADLINE: 3/4 2023

RESPONSIBLE BODY: University Office for Research Activity, Committee for Research and Development

INDICATOR: Guidelines communicated to member faculties and published on the UL website

3.2 Prepare an online seminar on involving social stakeholders in research projects.

DEADLINE: 4/4 2021



RESPONSIBLE BODY: University Office for Research Activity

INDICATOR: Implemented online seminar and a recording posted on the UL intranet.

4. Professional attitude*

5. Contractual and legal obligations

Objective 5: Strengthen the protection of intellectual property and authorship

5.1 Prepare an online training seminar on intellectual property

DEADLINE: 1/4 2023 and continuing

RESPONSIBLE BODY: Knowledge Transfer Office, aided by external experts

INDICATOR: Developed and posted online seminar, the number of views is increasing

6. Accountability

Objective 6: Reduce risks in the financial management of research projects

6.1. Prepare an initiative for the competent ministry to prepare clear instructions on proper management and reporting of work costs in Horizon Europe to reflect the new national law.

DEADLINE: 4/4 2021

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: Initiative sent to the competent ministry.

7. Good practice in research*

8. Dissemination, exploitation of results

Objective 8: Implement open access

8.1 Adoption of rules on open science (carried over from the previous period)

DEADLINE: 4/4 2022

RESPONSIBLE BODY: UL Management in cooperation with professional services (University Office for Library Activities, University Office for Research Activity)

INDICATOR: Adopted rules on open science

8.2 Examine possibilities for regulating the area of copyright and other rights at the UL level (carried over from the previous period)

DEADLINE: 4/4 2023

RESPONSIBLE BODY: University Office for Legal Affairs, University Office for Library Activities

INDICATOR: Proposal for the regulation of copyright and other rights at the level of UL

8.3 Encourage UL researchers to store reviewed publications in the UL Repository (carried over from the previous period)

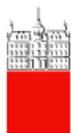
DEADLINE: 4/4 2022

RESPONSIBLE BODY: University Office for Library Activities

INDICATOR: Significantly increased number of reviewed articles and monographs stored in the UL Repository (e.g. at least 50% of all reviewed articles and monographs of the UL member faculties)

8.4 Establish support and training on handling research data (carried over from the previous period)

DEADLINE: 4/4 2022



RESPONSIBLE BODY: University Office for Library Activities in cooperation with Social Science Data Archives

INDICATOR: Establish support and regular training on handling research data

8.5 Appoint individuals, by member faculties, with experience in transfer of knowledge who can provide initial information and guide other colleagues to exploit research results (“knowledge transfer ambassadors”)

DEADLINE: 2/4 2023

RESPONSIBLE BODY: Knowledge Transfer Office and member faculties

INDICATOR: List of knowledge transfer ambassadors by member faculties (at least 15 ambassadors)

8.6 Prepare rules on establishing spin-out companies which will encourage exploitation of research results through the establishment of spin-out companies.

DEADLINE: 4/4 2022

RESPONSIBLE BODY: Knowledge Transfer Office in cooperation with the UL Management and member faculties

INDICATOR: Rules on establishing spin-out companies at the UL

9. Public engagement

Objective 9: Improve the qualifications of researchers for cooperation with the general public

9.1. Prepare brief instructions for researchers on writing non-scientific articles on the topic of their research

DEADLINE: 4/4 2021

RESPONSIBLE BODY: University Office for Research Activity

INDICATOR: Prepared brief instructions

9.2 Supplement and maintain a database/range of technologies, expertise and education courses at the UL for the wider public.

DEADLINE: 4/4 2022 and continuing

RESPONSIBLE BODY: Knowledge Transfer Office, Career Centres (education courses) in cooperation with the member faculties

INDICATOR: An updated website on what the UL has to offer to the business sector/environment

9.3 Recruit a person for public communication relating to research – partial carry over from the previous period

DEADLINE: 4/4 2021

RESPONSIBLE BODY: UL Management, HR Service

INDICATOR: A person employed for public communication relating to research

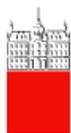
9.4. Organise a research conference on scientific communication

DEADLINE: 4/4 2022

RESPONSIBLE BODY: UL Management, Committee for Research and Development in cooperation with professional services

INDICATOR: Conference implemented.

10. Non-discrimination*



11. Evaluation/appraisal systems*

II. RECRUITMENT

12. Recruitment

Objective 12: Enhance open, transparent and merit-based recruitment (OTMR)

12. 1. Introduce an e-recruitment tool

DEADLINE: 4/4 2023

RESPONSIBLE BODY: UL Management, HR Service

INDICATOR: SAP e-recruitment tool introduced throughout the UL enabling systematic monitoring of the quality of OTMR procedures and practices (including for external candidates).

13. Recruitment (Code)*

14. Selection (Code)

Objective 14: Raise the quality of selection procedures

14.1. Organise online training for the implementation of selection procedures for members and potential members of selection committees – carried over from the previous period

DEADLINE: 4/4 2023

RESPONSIBLE BODY: UL Management, HR Service in cooperation with other services or external associates

INDICATOR: Developed and published online training, ongoing monitoring of the number of training participants

15. Transparency (Code)*

16. Judging merit (Code)*

17. Variations in the chronological order of CVs (Code)*

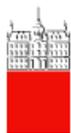
18. Recognition of mobility experience (Code)

Objective 18: Include the real economy experience criterion in the selection procedure

18.1. Include real economy experience among the criteria for the selection of new employment candidates.

DEADLINE: 4/4 2023

RESPONSIBLE BODY: UL Management, UL HR Service, University Office for Legal Affairs, Knowledge Transfer Office



INDICATOR: Supplemented instructions for recruitment in terms of taking into account the real economy experience criterion for selection.

19. Recognition of qualifications (Code)*

20. Seniority (Code)*

21. Postdoctoral appointments (Code)*

III. WORKING CONDITIONS AND SOCIAL SECURITY

22. Recognition of the profession*

23. Research environment

Objective 23: Promote stable research funding

23.1. Put forth to the government/competent ministry initiatives on systemic improvement of the position for all researchers.

DEADLINE: 4/4 2023 and continuing

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: Initiatives addressed to the government. Adopted systemic agreement or regulation governing the financial position of researchers.

24. Working conditions*

25. Stability and permanence of employment

Objective 25: Resolve the issue of recruiting full-time researchers

25. 1. Prepare and send out to the member faculties a questionnaire on the status of full-time researchers

DEADLINE: 2/4 2022

RESPONSIBLE BODY: UL Management, Committee for Research and Development in cooperation with professional services

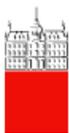
INDICATOR: Questionnaire prepared and sent out

25. 2. Encourage researchers and teachers to establish spin-out companies based on the option that they may be partly employed as researchers in the spin-out company (1 day/week).

DEADLINE: 4/4 2022

RESPONSIBLE BODY: Knowledge Transfer Office, HR Service, and University Office for Legal Affairs

INDICATOR: Regulation of this right within rules on establishing spin-out companies.



25. 3. Monitor the implementation of the researcher recruitment procedure in accordance with the law

DEADLINE: 4/4 and continuing

RESPONSIBLE BODY: UL HR Service

INDICATOR: Annual monitoring of fixed-term employment contracts for researchers at the level of the entire UL, implementation of additional measures in view of the findings to ensure compliance with the law.

26. Funding and salaries*

27. Gender balance

Objective 27: Establish a more even representation of genders

27.1. Prepare a Gender Equality Plan

DEADLINE: 1/4 2022

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: Adopted Gender Equality Plan

28. Career development

Objective 28: Qualify and further train supervisors and research team leaders

28.1. Prepare training for supervisors and research team leaders on support for researchers' career development, leadership and human resource management in accordance with financial possibilities (unrealised measure of the previous period; carried over to the new period)

DEADLINE: 4/4 2023 and continuing

RESPONSIBLE BODY: HR Service in cooperation with other professional services

INDICATOR: Training implemented, evaluation of training by participants.

29. Value of mobility*

30. Access to career advice

Objective 30: Achieve career guidance that will enable better linking with potential employers.

30.1 We will provide doctoral students with free access to individual career guidance; information on career opportunities in Slovenia and abroad; workshops to develop (general) career skills; workshops to develop other competences. The latter depends on the financial resources available; linking with potential employers, gaining knowledge in the field of entrepreneurship.

DEADLINE: 4/4 2023

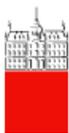
RESPONSIBLE BODY: Career Centres

INDICATOR: Free access provided, workshops implemented.

31. Intellectual property rights

Objective 31: Ensure the resources for the protection of industrial property rights

31.1. Prepare a sustainable model of financing procedures for the protection of industrial property rights



DEADLINE: 4/4 2023

RESPONSIBLE BODY: UL Management, member faculties and Knowledge Transfer Office

INDICATOR: Established fund for the protection of industrial property rights.

32. Co-authorship*

33. Teaching*

34. Complaints*

35. Participation in decision-making bodies*

IV. TRAINING

36. Relation with supervisors*

37. Supervision and managerial duties*

38. Continuing professional development:

Objective 38: Develop additional training for researchers in “soft” competences important for their career development

38.1. Prepare a list of training courses – carried over to the new period

DEADLINE: 4/4 2023 – continued supplementation

RESPONSIBLE BODY: UL HR Service, University Office for Quality Assurance, Analyses and Reporting

INDICATOR: Prepared list, subject to annual updates

Objective 38: Develop continuous training for researchers in the field of entrepreneurship, creativity and knowledge transfer (compulsory for young researchers)

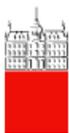
38.2. Prepare a pilot training course

DEADLINE: 3/4 2022 and continued supplementation

RESPONSIBLE BODY: Knowledge Transfer Office in cooperation with the UL Management, HR Service, Doctoral School and Career Centres

INDICATOR: Developed continuous training

39. Access to research training and continuous development*



40. Supervision*

*: In the area of this principle of the European Charter for Researchers, the UL proposes no new measures or activities for the 2021–2023 period, as measures pertaining to this area are either already being implemented as part of regular activities or are included under other items. The purpose of the measures proposed for the 2021–2023 period is to highlight those where the UL committed to carry out certain activities because gaps were identified.