Implementation of SUNDs strategy - action plan for the Department of Biomedical Sciences

Focus: Framework

Catalog of ideas developed by the workgroup for research strategy at BMI.

AIMS
A. Overall culture of the Department: To actively promote creativity, work enjoyment, and productivity among the staff. To be an attractive work place with a healthy working environment, both physically and mentally.

B. Department structure: To provide the best possible framework for biomedical and clinically relevant internationally recognized research, research-based teaching, and outreach.

C. Teaching: To secure the framework for teaching of high quality at BMI.

D. Administration and leadership: To ensure that the administration and leadership at BMI have the appropriate skills and knowledge, are service-minded, well-integrated, non-bureaucratic, and able to work in both Danish and English.

E. Physical infrastructure: To provide top quality research laboratories, offices, and common facilities at BMI, e.g. meeting rooms, storage space (incl. room for freezers), quiet rooms, lunch areas, and student offices.

F. Technical and administrative staff: To provide high-quality support at BMI.

A. Overall culture of the Department

Actions
a. Make sure that all initiatives support the overall goals of the University, Faculty, and BMI.
b. Constant awareness that ‘one size does not fit all’ and that diversity is of benefit to BMI.
c. Encourage collaboration among research groups.
d. Secure transparency and fairness.
e. Ensure alignment of expectations between BMI and staff members.
f. Actively work for a healthy working environment.

B. Department structure

Actions
a. Make research groups the core elements of the BMI structure.
b. Encourage clustering among research groups.
c. Revise ILT to represent BMI research group and cluster structure.
d. Further develop functional descriptions for research group leaders with clear information on the expectations.
e. Ensure transparent agreements between research groups on the individual floors regarding infrastructure and working environment.
f. Aim for geographical proximity between research groups with similar research areas.
g. Secure basic technical assistance for all research groups.

C. Teaching

Actions
a. Secure coordinated educational activities at BMI.
b. Continuously evaluate teaching activities within and across research groups to ensure a fair distribution.
c. Establish BMI programs to foster knowledge sharing, teaching competences, and development of transferrable skills such as competences within communication, management, collaboration, networking, and dissemination.
d. Formalize focus on individual teaching activities and visions in annual performance and development reviews (PDR/“MUS”).
e. Registration of teaching activities – both pre and postgraduate teaching.
f. Appreciation of accomplishments within teaching and educational programs, e.g. by communication in BMI news and/or generation of departmental incentives (awards, allowances).

D. Administration and leadership

Actions
a. Ensure that the ‘service-package’ delivered by the BMI administration and leadership matches the needs of BMI.
b. Develop clear documentation and communicate tasks and areas of responsibility of the administration and leadership at BMI.
c. Ensure dual language documentation and capabilities both internally and externally in all areas relevant to BMI (e.g. scientific, financial, administration, travel).
d. Ensure that the administration is adequately resourced and skilled to carry out its tasks.
e. Develop leadership skills and capabilities at the appropriate level for all relevant staff.

E. Physical infrastructure

Actions
a. Develop documentation describing the physical infrastructure that is provided by BMI, e.g. office space, desks, chairs, lab facilities, IT equipment, etc.
b. Maintain a long-term plan for location of research groups and administration; both when recruiting new staff and when relocating existing staff.
c. Encourage sharing of space and equipment at BMI.

F. Technical and administrative staff

Actions
a. Ensure a culture of value and appreciation for the role played by technical and administrative staff.
b. Invite and encourage technical and administrative staff to continuously develop their skills, e.g. via relevant courses and
knowledge exchange.
c. Ensure transparency in allocation of TAP-FU to research groups.
d. Ensure that technical and administrative staff works within and towards the overall goals of the University, Faculty, and BMI.
e. Encourage research groups to obtain external grants to partly finance technical and administrative staff.