

HR Excellence in Research

ACTION PLAN 2026-28

University West

Action 18.

Develop and implement an Open Science policy covering Open Access and Handling of Research Data.

GAP Principle(s): 5. Contractual and legal obligations

Timing (at least by year's quarter/semester): Q4/2027

Responsible Unit: SBIP

Indicator(s) / Target(s):

- Target:
 - The principles and practices of Open Science are well embedded in the work of researchers at University West (HV)
- Indicators:
 - Open Science policy approved by the HV management.
 - Fundamental components of the Open Science policy communicated to all researchers at HV
 - Training sessions on Open Science items such as Research data management, established

Status, June 2026: Moving on according to plan

Action 19

Develop support for the Heads of departments regarding contractual/legal aspects of research results and teaching materials, to use when researchers end their employment.

GAP Principle(s): 5. Contractual and legal obligations

Timing (at least by year's quarter/semester): Q2/2026

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Predictable, clear, and consistent handling of contractual/legal aspect on research results and teaching material, when a researcher leaves HV.
- Indicator:
 - The handling of contractual/legal aspect on research results and teaching material, is included in the checklist for when researchers end their employment.

Status, June 2026: Moving on according to plan

Action 20

Develop the employee appraisals templates, tailored for the different needs of each R-level.

GAP Principle(s): 11. Evaluation/ appraisal systems

Timing (at least by year's quarter/semester): Q3/2028

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Predictable, clear and consistent evaluation and tailored feedback provide researchers with good opportunities for continued development and progressed career.
- Indicators:
 - Improved templates established and communicated
 - Templates used and evaluation mechanism in place

Status, June 2026: Not yet started, according to plan

Action 21

Improve current advertisement templates –for use, both in national and international contexts

GAP Principle(s): 13. Recruitment

Timing (at least by year's quarter/semester): Q2/2026

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - The recruitment advertisements are perceived as clear and efficient.
- Indicators:
 - Input from recently recruited staff on advertisement
 - Improved advertisement templates established and communicated
 - Templates used and evaluation mechanism in place

Status, June 2026: Moving on according to plan

Action 22

Improve recruitment process for PhD students

GAP Principle(s): 13. Recruitment

Timing (at least by year's quarter/semester): Q1/2027

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - The recruitment process for PhD students is perceived as predictable, transparent, and efficient.
- Indicators:

- Improved recruitment process for PhD students established.
- Process used and evaluation mechanism in place

Status, June 2026: Not yet started, according to plan

Action 23

Develop practices and methods for international recruitment further

GAP Principle(s): 13. Recruitment

Timing (at least by year's quarter/semester): Q3/2028

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - University West attracts international competence according to needs identified by the departments
- Indicators:
 - Survey and analysis of needs completed
 - List of prioritized international channels, to use for communication and advertising, established and communicated

Status, June 2026: Moving on according to plan

Action 24

Improve training processes for personnel involved in recruitment processes, primarily managers but also others

GAP Principle(s): 13. Recruitment

Timing (at least by year's quarter/semester): Q4/2027

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Personnel involved in recruitment processes, primarily managers but also others, are adequately trained
- Indicators:
 - Analysis of existing training completed
 - Plan and routine, for how to adjust training needs, established and communicated

Status, June 2026: Not yet started, according to plan

Action 25

Clarify and communicate career paths at HV

GAP Principle(s): 28. Career development

Timing (at least by year's quarter/semester): Q4/2026

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Researchers have knowledge about facts and conditions regarding career paths at HV
- Indicators:
 - Updated information about employments and promotions at HV, as well as requirements and qualifications needed for the same, is published at the web portal.

Status, June 2026: Moving on according to plan

Action 26

Improve communication about general career support at HV and about general career support and opportunities outside of HV

GAP Principle(s): 28. Career development: 30. Access to career advice

Timing (at least by year's quarter/semester): Q4/2026

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Researchers have knowledge about where they can turn for information and support for their career planning
- Indicators:
 - Information about HV general career support is published at the web portal.
 - Also information on professional development courses and workshops support is published at the web portal, see Action 32, below.
 - Information about general career support and career opportunities outside of HV and outside of academia, is published at the web portal.

Status, June 2026: Moving on according to plan

Action 27

Investigate if the structured individualized career support needs to be further developed. Implement improvements if needed.

GAP Principle(s): 28. Career development: 30. Access to career advice

Timing (at least by year's quarter/semester): Q3/2028

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Researchers receive individual career support, for their career planning, as part of a regular review
- Indicators:

- Analysis of existing career plan items (including awareness of opportunities outside of academia), in the employee appraisals templates, is completed (see Action 20).
- Analysis of existing career plan items (including awareness of opportunities outside of academia), in the Individual Study Plan for PhD students (ISP), is completed.
- Improvements, if any, inserted in the relevant document(s) above.
- Analysis of the need for a complementing career plan structure, for senior researchers supporting junior researchers
- If needed, a career plan structure, for senior researchers supporting junior researchers, is established and communicated

Status, June 2026: Not yet started, according to plan

Action 28

Investigate the need and possibility of collaborating with other universities on a mentorship program for research leaders (and managers).

GAP Principle(s): 28. Career development

Timing (at least by year's quarter/semester): Q3/2028

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Those who support researchers have themselves the opportunity to be supported.
- Indicators:
 - Analysis of needs completed
 - Decision made on whether the university should work to implement a mentorship program or not.

Status, June 2026: Not yet started, according to plan

Action 29

Develop co-authorship guidelines

GAP Principle(s): 32. Co-authorship

Timing (at least by year's quarter/semester): Q4/2027

Responsible Unit: SBIP

Indicator(s) / Target(s):

- Target:
 - Researchers at University West are recognized for their contributions, as co-authors of papers
- Indicators:
 - Analysis of current co-authorship practices completed
 - Co-authorship guidelines (per research area or as needed) established and communicated

Status, June 2026: Moving on, according to plan

Action 30

Ensure that information about the working time allocation system is accessible to managers and researchers.

GAP Principle(s): 33. Teaching

Timing (at least by year's quarter/semester): Q1/2028

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Researchers have an adequate understanding of the working time allocation system and how they are affected.
- Indicators:
 - Communication action for managers is completed.
 - Information about the working time allocation system is published at the web portal

Status, June 2026: Moving on, according to plan

Action 31

Analyze the university's current working time contract for researchers. If necessary, begin the development of a new working time contract.

GAP Principle(s): 33. Teaching

Timing (at least by year's quarter/semester): Q2/2027

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - A working time contract ensuring the needs of the university as well as providing clarity for managers and researchers when allocating working time
- Indicators:
 - Decision on whether the university should develop a new working time agreement or not

Status, June 2026: Completed

Action 32

Develop and communicate access to continuous professional development for researchers

GAP Principle(s): 38. Continuing Professional Development; 39. Access to research training and continuous development

Timing (at least by year's quarter/semester): Q2/2027

Responsible Unit: HR

Indicator(s) / Target(s):

- Target:
 - Researchers at University West are given the opportunity for continuous professional development through predictable and sustainable access to courses and workshops etc

- Indicators:
 - Survey and analysis of needs completed
 - Process for how to adjust the course and workshop supply to the needs, established
 - List of available in-house and external courses and workshops established and communicated.

Status, June 2026: Moving on, according to plan