DION meeting summons

**Time**
Monday March 7, 14:15 – 16:45

**Place**
STi: Old Physics Building, Room 207, Gløshaugen, NTNU

**Invited**
Øyvind S. Hetland, Elli Verhulst, Kam Sripada, Vegard Hagen, Hammad Majeed, Mohammad Saud Afzal, Alexander Busch, Shareq Mohd Nazir

**Invited (observers)**
Guro Busterud (NTNU Board), Student Representatives in NTNU Board, Faculty Representatives for temp. employees, DION members

**Agenda:**

1 **Welcome /Øyvind**
What has happened since the previous meeting? Quick summary of DION if there are new observers at the meeting.

2 **Discussions related to the Board of NTNU /Guro**
The Board is the highest governing body at NTNU and makes decisions on issues of principal importance. The next board meeting is on the 9th of March. Guro will present relevant board cases for discussion and input from DION and observing PhDs/Postdocs. There will be also be a short summary of the outcome of the board meeting of the 15th of February.

3 **Current issues in SiN /Vegard**
Update and discussion on current activities the Association of Doctoral Organizations in Norway/Stipendiatene i Norge (SiN).
- Summary and information from the SiN workshop in Oslo.
- New facebook-group for collaboration across organizations.

4 **Update on the Duty Work & PhD Budget projects /Alex**
The main analysis of data is complete, we will here decide on the next steps in this project.

5 **Events /All/Kam**
Status and plans for DION events for the spring. Summary of DION@Cafe Nim. Planning of the “Annual General Meeting” which will probably be at Dokkhuset on the 29th of April as a joint AGM and event.
6 Active DION projects/investigations/cases

6.1 Update of FAQ – Project update

6.2 Language courses for PhDs – Plan of action

6.3 Insurance etc. for temporary employees

6.4 Outreach to HiST, Ålesund and Gjøvik – Case update

6.5 Questionaire/Survey for Postdocs /Elli

6.6 DION Promotion material/new Pull-up

6.7 Academic Regalia at NTNU – Plan of action

6.8 Medarbeidersamtaler/Appraisal Interviews

DION was contacted by Tekna regarding the recommendation that the appraisal interview of PhDs and Postdocs should be conducted by someone else than the candidates’ supervisor. DION has previously distributed a note regarding this – see (attachment 1) to the agenda.

6.9 The PhD-ring – Case update

7 PhD Cases /All

Update and status on PhD/PostDoc cases. Not public.

8 A.o.b

Open point. Any topics can be announced before or at the meeting.

- DIONs archive system and economy /Kine
- NTNU Alumni wants DION to help them publicize events /Øyvind
- Presentation of DION for new PhDs at NT faculty
- Presentation of DION for new PhDs at IME faculty
- Next DION meeting: Where and when? /Øyvind

The meeting is open to discussion from all attending parties and for any case not already announced.

Welcome!
Øyvind S. Hetland
President, DION
Dear PhD candidates,

During the last semesters we have had some questions regarding the ‘medarbeidersamtale’ (Employee appraisal interview), and especially whether your supervisor can perform this task, or if it should be done by someone else at your department.

All employees at NTNU should attend a medarbeidersamtale each year. This is also true for PhD candidates. The interview has several goals, including to:

- Establish a common understanding of expectations regarding working conditions.
- Establish a common understanding of expectations regarding your work performance.
- Further develop how you communicate and cooperate with your leader.
- Ensure your continuous professional development.
- Ensure a healthy and good working environment (opportunity to raise issues).

Forskerforbundet recommends using the interview to settle any ambiguities regarding your work contract, working conditions and duty work, and also to raise issues regarding your researcher education or supervision.

NTNU uses several models for how this conversation should be implemented. The responsibility always falls to your leader (usually your department head), but it is possible to delegate the interview to someone else. If the interview is delegated, DION and NTNU strongly recommend that this task does not fall to your own supervisor.

We know that some departments are disregarding this advice from DION and NTNU, and have selected a model where your supervisor is responsible for the interview. However, remember that it is your right as an employee at NTNU to meet with your personnel leader regarding payment, professional development, etc. This is settled in the basic collective agreement (Hovedtariffavtalen) with the Norwegian government. This means that you can still request a meeting with your personnel leader even if your supervisor already performed the interview, and NTNU recommends that everyone who wishes to have their interview with the department head is allowed to. Since your professional development is strongly linked to your working conditions, this is a good place to raise issues which you cannot bring to your supervisor, or which your supervisor cannot solve.

Attachments:
- Checklist for medarbeidersamtale for PhD candidates (from HR-portal).

Best regards
Torbjørn Pedersen,
President of DION.
Checklist: Employee appraisal interview topics – Ph.D. Candidates

The employee appraisal interview should be a natural conversation which covers the themes included in the checklist. However, the line manager/person with the formal or delegated responsibility should adapt the checklist to their unit/situation before the interview and give the adapted checklist to the employee in order for both parties to prepare.

Please note that the questions listed under each theme are not intended to be used as obligatory questions, rather as an assistance to help covering the theme in greater depth.

Follow-up and conclusions from the previous employee appraisal interview

- Has the employee achieved the desired development through implemented measures?
- Have wishes and needs changed? How have these been taken into account?

Work areas and progress

- What have the employee’s most important contributions and deliveries been during the last period?
- What is the employee’s evaluation of the progress and remaining work/challenges?
- What are the most important focus areas and tasks going forward?
- How can the work be carried out in the best possible way?
- What important suggestions should the manager take forward in the strategy and planning process?

Development and career opportunities

- What contribution does the employee aim to achieve through his/her research?
- Where does the employee want to be (professionally, personally, organisationally) in one – three – five – ten (select the appropriate timeframe) years?
- What further professional development would the employee like to pursue, and what would he/she like to work with?
- Who/what type of organisation may be relevant employers (academia/industry (public/private sectors), nationally/internationally)?
- What opportunities exist, and how can these be developed (development/use of networks, sources, searches etc.)? What can the manager/advisor/NTNU do to assist the employee?
- What kind of additional competence does the employee need in order to achieve his/her career goals following attaining his/her degree?
- What are the possibilities for further collaboration/employment with NTNU?

Balance between work/career/tasks and private life

- How does the balance between own/others’ expectations at work and personal needs/wishes function (life phase, health)?
- What can be done to improve this balance?
Working environment and collaboration

- How does the employee experience the physical and psychosocial working environment?
- How does the employee collaborate internally and externally (colleagues, students, external partners, etc.)?
- In what way does the employee contribute to a positive working environment and effective collaboration (networking, relations)?
- What specific challenges/areas for improvement should be dealt with, and how?

Supervision

- What does the employee expect of his/her supervisor?
- Are these expectations met/what needs to happen for these expectations to be met?
- What expectations might be difficult to meet?

Management

- What does the employee expect of the line manager/person with the formal or delegated responsibility?
- What does the line manager/person with the formal or delegated responsibility expect of the employee?
- What needs to happen for these expectations to be met? What expectations might it be difficult to meet?

Cultural understanding and integration

- How does the employee experience being a part of a Norwegian working environment (regulations, policy, culture)?
- Does the employee need assistance with knowledge/practical solutions regarding matters outside of the workplace (for example residency permits, housing, family arrangements, social network, etc.)?
- What can the employee contribute in order to develop his/her own and others’ cultural understanding?
- What specific challenges/areas for improvement should be dealt with, and how?

Follow-up

- When and what goals and measures are to be achieved?
- What will indicate that these goals have been achieved?

- How shall this be followed up by the line manager/person with the formal or delegated responsibility and the employee him/herself?

Adaptation of the checklist:

- The line manager/person with the formal or delegated responsibility must adapt
questions to the unit, common situation and relationship

- There are separate checklists for research fellowships and postdoc/temporary research positions
- In the English version, questions about cultural understanding and integration are included
- For senior employees, emphasis may also be placed on plans for retirement, opportunities/challenges relating to knowledge and competence transfer. This should be discussed and adjusted in relation to whether or not separate senior interviews will be held
- For employees with a particularly independent position (i.e. line managers with professional or organizational responsibility) strategic dimensions should be emphasized in the dialogue