REVISED ACTION PLAN UNIVERSITY POTSDAM – HRS4R 2018 -2021

Action field (Charter & Code / OTM-R)	Title action	Responsible Unit	Timing	Indicator(s) / Target	Current status / Commentary
I Ethical and Professional Aspects					
8.Dissemination, exploration of results 9. Public engagement	**Implementation of the University's transfer strategy Implementation of the project GO:UP Innovative University**	*Executive Board Potsdam Transfer*	**Q1 2017**	Approval of the University of Potsdam's transfer strategy	***Commentary:*** *The transfer strategy was approved by the Senate. The key aims of this strategy will be implemented through the project GO: UP (Innovation Campus Golm of the University of Potsdam within the regional innovation system Potsdam—Berlin-Brandenburg: innovative, based on partnership, and developed dynamically).*
			2018–2022	Transfer and Innovation Pilot Projects 1) Technology Campus Golm (Joint Labs) 2) Education Campus Golm (digital forms of learning, teacher education and establishment of a basic laboratory school) 3) Social Campus Golm (interface between science and society)	***Commentary:*** *In the subproject Technology Campus Golm, joint labs will be established in which researchers from the University of Potsdam will work together with others, including other researchers from the Fraunhofer Society, in interdisciplinary projects. The subproject Education Campus Golm is intended to conduct further research on digital forms of learning and, among other aims, to practically implement these forms of learning in the context of teacher training. Finally, the aim of the third subproject Social Campus Golm is to open up the University and support knowledge transfer by intensifying the points of contact between science and the public.*
10. Non-discrimination	**Creation of a "landing page"**	*Coordination Office for Equality/General Students' Committee*	**Q3 2016**	Founding of an AG to create a landing page	***Commentary:*** *The goal of the University is to increase the visibility and transparency of the ombudspersons in the context of an overarching landing page.*
			Q3 2018	Release of website	***Commentary:*** *Regular meetings of the AG to conceive and implement the landing page.*
11. Evaluation / appraisal system	**Introduction of standards to carry out tenure track procedures and preparation of guidelines to secure quality in tenure track procedures**	*Vice President for Research and Junior Academics, Office of the President*	**Q2 2017**	Approval of documents in the Senate	***Commentary:*** *In order to accompany and implement these tenure procedures, the University has also introduced standards for carrying out tenure-track procedures (decision of the Senate from March 22, 2017) and mandatory guidelines for assuring quality in tenure-track procedures, and it has developed a procedure conforming to BbgHG to select and fill the tenure-track professorships of the future (both documents: decision of the Senate from April 19, 2017).*
			Q4 2018	Publication of regulations	***Commentary:*** *Publication of regulation in the Internet.*
	Evaluation regarding the usage of special performance benefits	*Executive Board*	**Q2 2018**	Discourse about establishing meetings about the future	***Commentary:*** *The phased model of merit-based pay offers the opportunity to introduce perspective discussions within the phased promotion of faculty. This process will enable a general evaluation of professors' work and their needs for support.*
			Q2 2019	Evaluation of performance benefit regulations	
	Reference to qualification offers for personnel management and university didactics in performance agreements	*Career Management Executive Board*	**Q2 2018**	Coordination of suggested wording in Executive Board	***Commentary:*** *The suggested wording for adapting the performance agreement was created (Q4 2017)*

II Recruitment of Researchers

12. Recruitment 24. Working conditions OTM-R 6 &15	**Expansion of assistance and advising support for new hires**	Appointment Management Dual Career Service	**2016/ 2017/ 2018/ 2019/ 2020/ 2021**	Needs analysis for further offers Objective: To continue planning and expansion of new program lines especially for newly hired professors with existing formats while at the same time continuing development in a need-oriented manner.	**Commentary:** The Welcome Workshop for new hires, as an annual kickoff event, has gone through further strategic and conceptual development. In the context of quality management, the Workshop has been evaluated both by participating internal stakeholders as well as participating new hires. The results are being integrated into the continual development of the format.
			Q2 2018	Revision of hiring guidelines	
			2018/ 2019	Creation / update of information materials for new hires (in German and English)	
			Since 2016/ 2017	Establishment of a DCN (Dual Career Network) in Brandenburg	**Commentary:** Networking with other DCNs throughout Germany (DCND) already since 2014
12. Recruitment	**Predictable academic careers: twelve additional tenure track professorships**	Vice President for Research and Junior Academics	**Beginning Q4 2017 to 2020**	Hiring for the requested tenure track professorships from the federal-state program to support young academics.	**Commentary:** With the help of supporting funds from the Federal Ministry of Education and Research, the University of Potsdam will further expand it tenure track program, which has existed since 2013. Four of the additional professorships will support established research areas, four will strengthen areas of teaching that are in high demand, and four so-called professorships of the future (thematically open) will help to develop innovative research fields. The University of Potsdam's tenure-track program enables exceptionally talented researchers to follow a step-by-step promotion in the case of positive evaluation from a W1 junior professorship or a term-limited W2 professorship to a fully funded professorship with tenure at the University.
OTM-R 1	**Creation of the University's own OTM-R policy for researchers**	Division of Human Resources and Legal Affairs	**Q1 2018**	Deal with the topic of preparing hiring guidelines for researchers in the context of OTM-R	**Commentary:** The University's own OTM-R policy for researchers, which is oriented towards the criteria for an open, transparent and performance-oriented recruitment procedure, is being developed on the basis of the completed OTM-R analysis using the previously prepared checklist.
			Q4 2018	Completion and publication	

III Working Conditions and Social Security

23. Research environment	**Internal university support for profile development**	Executive Board Faculties	**Q3 2018**	Reporting on the fulfillment of performance and target agreements with the faculties (research areas)	
			Q1 2018	Reporting on the fulfillment of performance and target agreements for University research priorities	
25. Stability and permanence of employment	**Implementation of Senate resolution regarding minimum periods of employment for staff researchers**	Division for Human Resources and Legal Affairs	**Since Q3 2014**	Controlling of the implementation of approved regulations in regular cycles by the "Minimum Term Working Group."	**Commentary:** Long-term measure

					Commentary:
24. Working Conditions	**Application for the Add-On Diversity in the Total E-Quality certification procedure**	Equal Opportunity Coordination Office	**Q1 2018**	Workshop series (monthly offering of a workshop over the course of a year)	**Commentary:** Pilot phase 2018 The workshop format consists of four modules (creating equal opportunity, family, mediation and conflict, and diversity/intersectionality) in which both academic staff and academic support staff should be trained.
			Q2 2018	Training of the central Equal Opportunities Commissioner as a diversity trainer	**Commentary:** From September 2017 to June 2018, the University of Potsdam will finance the training of the central Equal Opportunities Commissioner as a diversity trainer, who will train employees on the topic of diversity/intersectionality in the context of our new workshop concept.
			Q4 2018	Membership/internal initiative to commit to the Charter of Diversity—For Diversity in the Workplace.	**Commentary:** Discussion in the Senate about membership in the Charter of Diversity.
	Strengthen our Welcoming Culture -Quality Campaign to Internationalize the Administration	Division of Human Resources and Legal Affairs Internationalization Department	**Q2 2019**	English language courses and continuing education to raise intercultural awareness each year until the summer semester of 2019, at least 40 employees will receive training.	**Commentary:** 2015 / 2016: In-house training sessions by the international DAAD (Deutscher akademischer Auslandsdienst) Academy & Service Learning seminars: About 130 staffs have been trained in the English language and intercultural competence. 2017: Three English language courses & a seminar on intercultural awareness (about 50 staff received training).
29. Value of mobility	**Supporting lecturer mobility in the International Teaching Professionals program**	Potsdam Graduate School Internationalization Department / International Office	**Q1 2018**	7B,C Assess the possibility of a further increase in financial support, independent of funding availability	**Commentary:** If necessary, financial support from the International Teaching Professionals program from the Vice President for Internationalization, if Erasmus funds are exhausted, in order to support mobility for all interested instructors.
30. Access to career advice 28. Career development	**"Mentoring Plus" Program**	Potsdam Graduate School Equal Opportunity Coordination Office Career Service	**Q2 2018**	9aA Review	**Commentary:** The Potsdam Graduate School has issued its fifth call for proposals for September 2017 for the Mentoring Plus program at the University of Potsdam, in the context of the "High Potentials – Academy for Postdoctoral Career Development" program funded by the European Social Fund. The one-year Mentoring Plus program supports women in the fields of scholarship, business, administration and policy.
	"Equal Opportunity Bridging Program" for supporting young researchers	Equal Opportunity Coordination Office	**Q4 2014/15/16/17/18**	9bA-9bE Monitoring	**Commentary:** The Equal Opportunity Bridging Program refines our focus on target groups to be supported, strives for more transparency in the process, and opens up the program to men with familial responsibilities. In addition, a commission was founded in 2016 which ensures the transparency of decisions regarding the disbursement of bridging scholarships according to specific criteria, and is staffed by various status groups. At the same time, there are plans to propose or create a fund that can be made available at short notice to students who find themselves in a difficult situation due to reasons related to work-life balance.
	Construction of a new career portal	Human Resources Development Working Group	**Q1 2018**	Discussion within the Human Resources Development Working Group about the establishment and content design of an employer portal	

34. Complaints / appeals	**Stabilization of conflict management structures**	Equal Opportunity Coordination Office	**2017/ 2018/ 2019**	Regular training for counselors	**Commentary:** Since 2013, the "Conflict Management" steering group has been tasked with the improvement of work and study conditions for all University staff and students. There are trained counselors at each of the University's three locations who offer an open door to anyone seeking anonymous and confidential support. Three to four training sessions are conducted each year for this effort, and supervision for one quarter is possible.

IV Training and Development

37. Supervision and managerial duties 36. Relation with supervisors	**Expansion of staff-supervisor discussions**	Research Commission / Academic Staff Council	**Q2 2018**	Engagement in committees regarding the introduction of staff-supervisor discussions in the faculties that are based on the measures that apply to non-academic staff	**Commentary:** The human resources development concept has again taken up the issue of introducing employee-supervisor discussions.
40. Supervision	**Mentoring and status discussions in the tenure track process**	Faculties	**Q4 2018**	Mentor groups are nominated by the responsible Dean and consist of up to two professors.	**Commentary:**
39. Access to research training and continuous development	**A8 Expand and establish the Individual Profile Development (IPD[1]) professional development service**	Potsdam Graduate School (PoGS)	**Q2 2018**	8A Review Academia: Start in 2017 Academic communication and policy advising: Start in 2017	**Commentary:** The "High Potentials - Academy for Postdoctoral Career Development" initiative at the Potsdam Graduate School, which is interdisciplinary and funded by the ESF, supports the career development of postdocs, university teachers with the Habilitation, and junior professors from all disciplines. The initiative consists of a central, interdisciplinary qualification components – the "Individual Profile Development (IPD)" with various multi-month program lines (Senior Teaching Professionals, Academia - Fit for Management, Science meets Market, Science Management, Academic Communication & Policy Advising), as well as the English-language basic module, "Management Skills for Research and University."IPD has additional elements: the "Potential Check" coaching offerings, the "Mentoring Plus" program especially for junior scholars, various networking formats in the "Network of Talent", as well as Science Career Day, which takes place every two years, as an integral component of the Academy for Postdoctoral Career Development. Financing remains open, yet current internal University deliberations on the permanent establishment of the "Academy for Postdoctoral Career Development" beyond the end of support in April 2018 are focusing on continuing the programs.
	Website for Continuing Education Opportunities	Division of Human Resources and Legal Affairs	**Since 2016**	Creation and updating of an overview website, and optimization by means of a target-group-specific introduction	**Commentary:** The website has been created (www.uni-potsdam.de/qualifizierung-fuer-beschaeftigte/startseite): updates are done on an ongoing basis

---

[1] Change the program name from "Complementary Profile Development" to "Individual Profile Development" (IPD)