



## Department of Political Science

### Action plan for the work environment 2019/2020

Goal	Activity	Person responsible for implementation	Date for implementation	Follow-up, indicate how this is to be done
To have a preparedness for incidents related to work environment.	Review of all descriptions of routines related to work environment undertakings. Updating of current descriptions of routines. If necessary, production of new descriptions of routines.	Chief administrator	Ongoing.	Through a written report to the local work environment council.
To have 10 persons per year that undergo training in ABC / first aid.	Offers to the staff to participate in the internal ABC / first aid training provided by the Property Management Office. A total of 10 people, proportionally distributed among each of the personnel categories, should undergo the training each year.	Chief administrator	Ongoing. To take place each year.	By saving attendance lists. By sending out invitations each year.
To make sure that staff members have knowledge of where SU's defibrillator is located.	Dissemination of information to all staff members about where SU's defibrillator is located.	Communications officer and Safety representative	Ongoing.	By posting information on the website. By posting information on every floor about the location of the defibrillator.



<p>To facilitate the start for new teachers at the department.</p>	<p>Introduction to workplace with information about, among other things, the system of teachers as course coordinators.</p> <p>Mentorships for permanently employed teachers (including associate senior lecturers).</p> <p>Quick reference guides for temporarily employed teachers.</p> <p>Information about and encouragement for pedagogical training and improvement of pedagogical qualifications.</p>	<p>Director of Studies</p>	<p>2019-09-01.</p>	<p>Through interviews with new teachers after one year, i.e. 2020-09-01.</p>
<p>To promote good teaching for our students. To promote a good seminar culture for both our employees and our students.</p>	<p>Common introduction by the course coordinators, possibly in collaboration with the Director of Studies, for new teachers.</p> <p>Presentation of structure of teaching by course coordinators at a teacher meeting as a basis for discussion. Good examples.</p> <p>Participation of doctoral students and other researchers / teachers with little or no teaching experience in the course "Introduction to</p>	<p>The course coordinator</p> <p>Directors of Studies for the undergraduate and graduate levels</p>	<p>Start 2019.</p>	<p>Through continual reporting.</p>



	<p>teaching" organized by the Centre for the Advancement of University Teaching (<i>CeUL</i>) at SU.</p> <p>Training / information on master suppression techniques for both teachers and students. As a first step: The issue of master suppression techniques taken up at a teacher meeting at the initiative of the Directors of Study.</p>			
<p>To strengthen the internal research environment.</p>	<p>Encouragement of participation in the department's research retreat – a natural meeting place for senior and junior researchers.</p> <p>Making the ongoing seminars at the department more attractive to researchers, teachers and PhD students.</p> <p>Monthly notifications of the upcoming calendar for profile seminars and workshops to those on the internal mailing list.</p> <p>More active use of the department's internal calendar to attract more</p>	<p>Head of Department</p> <p>Director of Studies for the PhD level</p> <p>Council for PhD Studies (<i>Forskarutbildningsrådet - FUR</i>)</p>	<p>Ongoing.</p>	<p>Through evaluation in the Strategy Plan for research?</p>



	<p>participants, when possible and desirable.</p> <p>Continuation of arranging internal general workshops for research applications.</p>			
<p>To reduce stress among PhD students.</p>	<p>Comprehensive information in the form of an introduction to postgraduate studies.</p> <p>Terms of employment (time as a fellow).</p> <p>Expectations on the part of the doctoral student, the Director of Studies and supervisors. (Pre-booked meetings with the Director of Studies)</p> <p>Reinstatement of the course on composing articles.</p> <p>Participation in the course "Introduction to teaching" organized by the Centre for the Advancement of University Teaching (<i>CeUL</i>) at SU, aimed at PhD students and researchers with</p>	<p>Director of Studies for the PhD level</p> <p>Supervisors</p> <p>Chief administrator</p>	<p>Start 2019.</p> <p>Ongoing.</p>	<p>Through continual reporting by the Director of Studies for the PhD level, supervisors and the Chief administrator.</p>



	<p>little or no teaching experience, corresponding to 3 credits.</p> <p>Auscultation by PhD students of senior teachers before beginning to teach.</p>			
To provide career guidance for PhD students.	<p>Follow-up talks with the Director of Studies for the PhD level during the first year and after the completion of half of the dissertation work.</p> <p>Improvement of pedagogical qualifications.</p>	<p>Director of Studies for the PhD level</p> <p>Council for PhD Studies (<i>Forskarutbildningsrådet - FUR</i>)</p>	Start 2019.	Through interviews with the PhD students after the presentation of dissertations.
To increase transparency regarding funding of participation in conferences and allocation of IT resources for PhD students.	Continual information about current policies at the department.	<p>Director of PhD Studies</p> <p>Chief administrator</p>	2019.	
To prevent mental illness among PhD students	Training of supervisors about mental illness in the form of workshop (2-3 hours) arranged in collaboration with the Centre for the Advancement of University Teaching ( <i>CeUL</i> ) at SU.	<p>Director of Studies for PhD level</p> <p>Chief administrator</p>	Start Autumn Semester 2019.	<p>On recurring occasions, as needed.</p> <p>Through evaluation of the training.</p>



To promote a good social environment and a "we-feeling".	<p>“After work” activities, such as ping-pong once per semester</p> <p>Continuation of mingle <i>fika</i> on the last Friday of the month.</p>	<p>Director of Studies</p> <p>Head of Department</p> <p>Chief administrator</p>	Already started.	Through continual expressions of opinions on the part of participants.
To develop good back-up for the administration in the case of unplanned absence.	<p>Detailed job descriptions for all administrative functions.</p> <p>Identification of the most critical / most vulnerable tasks.</p>	Head administrator	Ongoing.	<p>Through annual reviews and modifications.</p> <p>Complete: 2019-09-01.</p>
To create a consciousness among teachers / researchers that administrative staff members do not have unregulated working hours.	Continual information.	<p>Head of Department</p> <p>Director of Studies</p> <p>Chief administrator</p>	Ongoing.	Ongoing.

### Ideas to consider for future action plans:



Goal	Activity	Person responsible for implementation	Date for implementation	Comments
To arrange brown bag lunches at which to discuss research.	Lunch meetings every fortnight in order to spread information about one's own research.	There should be someone with responsibility for arranging this activity.		There are currently several forums in which to discuss research. Is there time and interest for an additional one?

### Ready for results to be reported:

Goal	Activity	Date for implementation	Comments
To get staff members more involved in the formulation of goals and activities in the action plan for the work environment at the department.	Opportunities for all of the groups of staff members to discuss goals and activities.	2019-2023.	All of the groups of staff members have had the opportunity to discuss goals and activities. Discussions have been held by the PhD Council ( <i>Doktorandrådet</i> ), the Political Science Student Council ( <i>Statsvetenskapliga ämnesrådet - SVÅR</i> ) and the administrative staff. For the staff group comprised of teachers / researchers, the exchange of information took place via mail.
To create an overview of all of the guidelines with regard to work environment undertakings. To compile all of the guidelines.	Inventory of the documents currently available at the department.	Autumn Semester 2018.	The results will be reported to the local work environment council during Spring Semester 2019.