

Researcher - Professor Agreement

In the Groundwater Science and Sustainability research group, students and postdocs are considered junior colleagues who are maturing as professional scientists or engineers. This means that we actively co-create opportunities to meet your goals and aim to meet the expectations of a colleague. Being a student or postdoc is a period of personal growth (possibly with difficult stretches) where you learn:



- good scientific practices, how to do good science, and how to do your specific project
- creative problem solving and build your confidence about technical issues and new ideas
- technical writing and presentation skills, professional practices, science communication and project management
- to support colleagues in a diverse, collegial, challenging, fun and interdisciplinary environment.

Here we clarify and agree upon expectations to enable productive, rich and equitable relationships since research group members (students, postdocs and professors) can have unclear expectations which can lead to various challenges. Your reasons for wanting to be part of the research group affects how we tailor your experience to best meet your overall goals. **Our top priority is to set mutually-agreed-upon goals about research, learning and professional growth and then both do our best to make those goals reality.** The following expectations are meant to encourage mutual accountability. If you feel uncomfortable agreeing to any of these expectations, we can discuss removing anything that you are uncomfortable with before signing. If you need to discuss concerns at any point you can reach out to Tom, the graduate director, department chair or other resources on campus such as the Ombudsperson.

	What is expected of each group member...	What you can expect from Tom...
Health	Foster a healthy work environment and lifestyle for yourself and others. Feel supported to communicate any concerns about your well-being, the work environment and physical or mental health.	Foster a healthy work environment and respond appropriately to health concerns that may arise. As necessary, direct group members to <u>mental health resources</u> on and off-campus.
Safety	Complete all relevant safety training through the <u>department</u> and university. Practice safety procedures and what to do in an emergency, wherever you may be. If you don't know whether a particular activity is safe, don't do it.	Invest in and maintain a safe working environment and follow all safety procedures in department and university. Safety includes emotional, physical and other abuse.
Ethics and professionalism	Read, understand and act within 1) UVic codes and standards on <u>academic integrity</u> and <u>professional behavior</u> , 2) EGBC's professional <u>Code of Ethics</u> , and 3) <u>AGU's Scientific Integrity and Professional Ethics</u> policy including scientific misconduct related to fabrication, falsification or plagiarism.	Mentor and set an example of acting ethically and professionally.
Equity, diversity and inclusion (EDI)	Foster and maintain EDI through enrolling in one EDI related seminar at UVic per term, and then discuss in the next group meeting. Raise any EDI concerns.	Maintain EDI as a high priority in the group through practices of team composition, training activities and inclusion, as described in our <u>EDI approach</u> .
Communication & environment	Maintain a professional, respectful, fun, supportive research group through individual interactions and group meetings. Clarify your needs and respect others needs in the work and learning environment.	Mentor and set an example of professional, respectful, fun, supportive communication and relationship building. Endeavor to provide a work and learning environment that is useful for you.
Goals & progress tracking	Set <u>SMART goals</u> for each term and then track progress on them while knowing that research rarely goes as planned. Additionally, the department	Help set SMART goals and revisit them periodically throughout the term during weekly meetings. Model goal setting and progress tracking.

	requires formal annual reports with goals and progress and bi-annual committee meetings.	
Time commitments & management	Consider graduate school a full-time job based in Victoria where you manage your own time to maintain work-life balance while graduating on time (2 years for Masters; 4 years for PhD). Vacations are important - two weeks per year is considered the minimum. Other arrangements and additional vacation are possible as long as you progress satisfactorily. You will likely work during academic 'holidays' such as reading break, and sometimes long hours to make progress or if a deadline is near.	Ensure that group members are progressing while maintaining a work-life balance, and model this. Maintain a flexible, family-friendly schedule with group meetings and social activities at times that respect personal commitments. As long as you are consistently progressing towards goals, I will not consider how you spend your time.
Sharing ideas & work; open science	Openly share new, interesting or strange-sounding ideas - you never know where they go. Share unpolished ongoing work through group meetings - this is the best way to polish it! Engage in <u>open science activities</u> such as pre-preprints, data and code sharing etc. (more info: wikipedia ; blog post).	Share new ideas and unpolished work. Encourage open dialogue about who contributed and developed ideas since we often have imperfect memories of 'my idea'. Mentor and set an example of open science practices.
Funding	Be willing to apply for internal and external funding opportunities.	Support in crafting funding applications. Ensure students meet the <u>minimum departmental funding policy</u> for their entire program (2 years for Masters; 4 years for PhD). Openly discuss funding sources, timing or changes.
Reading & writing	Read lots for your project, in our discipline and more broadly. Write a manuscript-based thesis that will have 1-2 papers (Masters) or 3-4 papers (PhD) that will be largely submitted to journals during your degree. Authorship is based on intellectual contribution so you will normally be first author on thesis manuscripts.	Encourage reading and writing since I haven't yet met a student or postdoc that over allocated time to this. Provide reading suggestions. Work closely with you to write paper outlines and rapidly review sections since submitting manuscripts during your degree is quite challenging. Mentor and set an example of best authorship practices.
Meetings & response times	Routinely lead and actively contribute weekly group meetings Be prepared for meetings.	Meet weekly as a research group and individually. Reply to emails in a timely fashion, but not over evenings, weekends or holidays.
Opportunities for growth & impact beyond academia	Be open to new opportunities and growth but know that none of these are required. Actively seek ways for your research to impact community organizations, government and NGOs. Write a plain language summary of your thesis as a blog post.	Endeavor to provide you with a broad range of opportunities with partners, collaborators, across UVic and other organizations. Mentor and set example community-engaged research.
Research notes, data recording and backing up	Take voluminous notes on your research in a digital notebook. Constantly update a presentation with the storyline for each paper/chapter. Back up your work at least once a week on the GSAS server. Organize your files using the GSAS folder architecture.	Ensure that adequate research notes are being taken, and these are archived. Maintain and organize the research archive. I have also yet met a student or postdoc that over allocated time to this.

I agree to these expectations and to reviewing expectations together each year:

Group member: _____; signature _____; date _____

Tom Gleeson: _____; signature _____; date _____



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