Imperial College
London

Framework for the support and development of Imperial College London

Postdocs who are Assistant Supervisors

Principles of the Framework

1. Continuing professional development is an important part of employment at Imperial College London. All postdoc staff have an allowance of 10 days a year dedicated to professional development. Postdocs can use these days as an opportunity to develop and up skill themselves. This should be discussed with current Line Manager (and mentor) to work strategically to build on personal development while managing work load and time.

2. In order to receive the formal title of assistant supervisor, there is a requirement for postdocs to complete a short mandatory online course (Introduction to Supervision at Imperial College London). Additionally, assistant supervisors are encouraged to take a range of development courses.

3. Assistant supervisors should agree with the supervisory team (main supervisor and co-supervisors) their roles and responsibilities with regards supervision arrangements for individual PhD students. A review of progress, development and commitments of the assistant supervisor should be built into the supervisory teams discussions. The document, *Defining the Roles and Responsibilities of Research Degree Supervisory Teams* is a helpful way to facilitate those discussions.

4. The framework for the support and development of assistant supervisors is:

   a) **Assistant Supervisors are required** to:

   - Complete the Graduate School's online course, "Introduction to Supervision at Imperial College London." Details on how the self-enrol are available here: http://www.imperial.ac.uk/study/pg/graduate-school/supervisors-guidebook/cpd/

   b) **Assistant Supervisors are also strongly recommended** to:

   - Complete the Graduate School's online course, "Supporting the Mental Health and Wellbeing of Imperial College Doctoral Students." Details on how the self-enrol are available here: http://www.imperial.ac.uk/study/pg/graduate-school/supervisors-guidebook/cpd/

c) **Assistant Supervisors are also encouraged** to:

- Undertake the "Assisting with PhD Supervision" workshop, delivered by the Educational Development Unit (EDU). Details available here: http://www.imperial.ac.uk/staff/educational-development/workshops/a-practical-guide-to/assisting-with-phd-supervision/

- To take part in the following training courses provided by the Postdoc and Fellows Development Centre to enable them to be an effective assistant supervisor as well as gain information to impart to PhD students to help with their development:

  - o 'How to work with students'
  - o 'Time management for postdocs'
  - o 'Writing tools for Research Publication Success'
  - o 'How to Peer Review Research Papers'
  - o 'Providing feedback'
  - o 'Assertiveness'
  - o 'Science Communication'
  - o 'The Researcher Survival Kit'.

Further information is available here: http://www.imperial.ac.uk/postdoc-fellows-development-centre/

d) **Assistant supervisors should be familiar with and make use of** the Graduate School's online *Supervisors' Guidebook* for further information and support.