ACTION PLAN FOR THE PSYCHOLOGICAL WPA AT DEPARTMENT OF COMPUTER SCIENCE
All employees

Prepared: 19 September 2016   **Updated**:

FOCUS AREA
Stress prevention

GOAL
To bring down the current stress level and improve the well-being of all employees at CS

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Provide easily accessible information about how/where to get help in case of severe stress	Head of Dept. Supervisor/RGC (research group coordinators)	13 Jun 16	Information sent out to all employees via mail
Highlight who people can turn to for help if stressed or bullied/worn out on the CS staff pages	Head of Department/Communication officers	November 15, 2016	Work on getting the information made available on staff pages will begin in the fall of 2016 Updated on cs.staff.au.dk
Initiatives in the research groups to ensure all group members feel included (daily interaction, tone of the workplace, etc.)	Research group leaders	Conti-niuously	
Encourage supervisors (and all in general) to make sure employees get recognized for their work	Head of department/Communication officers	November 15, 2016	Could be included as an article in CS Today newsletter, dedicated to WPA follow-up
Facilitate regular exercise for staff members	Head of secretariat/CS Staff club	Ongoing	CS Staff club organizes a bootcamp with a personal trainer starting on September 2016.

FOCUS AREA
Structuring employment at CS and enhance good leadership

GOAL
To give employees a better overview of what is expected of them during their employment at CS

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Encourage people to sign up for ResearchFunding.Net to be updated on the most important application deadlines.	Head of Department	Dec 16	Faculty meeting 2.9.16
Send out CS strategy 'executive summary' to all employees	Head of Department	1 July 16	Autumn 2016

Prepared: Updated:

FOCUS AREA Stress

GOAL To reduce occurrence of severe stress to zero

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Ensure clear expectations to each Faculty member. Expectations can vary over time. Head of departments evaluates his actions on this mid way	Head of Department	Facuty meeting December 2017	The Head of Department must keep an eye on this
Make clear that the quality of work performed depends on the available resources. Sometimes "good/average" may be sufficient. Head of departments evaluates his actions on this mid way	Head of Department	Facuty meeting December 2017	The Head of Department must keep an eye on this
Detect stress warnings at MUS (Staff development dialogue) Head of department reports separately to LSU on Stress and stress warnings	Head of Department	LSU meeting yearly MUS	The report is postponed to the next Joint Cooperation Meeting in September 2017
Detect stress and stress warning in day to day activities HoD discusses this with research group leaders (the research committee) 2 times in the action plan period.	HoD, Research group leaders. Colleagues	yearly	Based on the report at the Joint Cooperation Meeting in September and the Stress booklet from the faculty, the Head of Department will discuss the matter at the following Research Committee meeting.
In cooperation with LAMU, HoD sends out yearly information to all employees on how to detect stress in colleagues and self. The information should preferably be based on AU resources.	HoD/LAMU	yearly	This is covered by the stress booklet from the faculty
Find and apply resources for stress management, with focus on resources available at AU.	Department Mgtmt	August 2017	Will be discussed with the Head of Department in August

FOCUS AREA Acknowledgement

GOAL Most colleagues feel acknowledged

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Make visible and acknowledge various activities in the department. Evaluate ultimo 2017 in FAMU	Research groups Dept Mgtmt FAMU	Recurring / Ultimo	Continue, and intensify, current initiatives

		2017	

FOCUS AREA Belonging			
GOAL All employees, including faculty, should feel like part of a large social community.			

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Consider how existing, and new, social activities, such as the christmas lunch, can become more effective means for developing a sense of belonging for all. FastVIP meeting discuss if they want to take responsibility. LAMU/LSU formulates plan for improved impact.	Dept mgtmt Staff club FastVIP meeting	October 2017	Will be discussed among the tenured academic staff in Autumn 2017

FOCUS AREA Work impacts private life negatively			
GOAL Make clear if it is a real problem and how it can be addressed.			

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Further inquiries are needed. It has to be determined which. Through MUS, targeted interviews, further debate.	LAMU and Head of Department		Will be a subject in MUS.

ACTION PLAN FOR THE PSYCHOLOGICAL WPA AT DEPARTMENT OF COMPUTER SCIENCE
Post Docs

Prepared: 22 June 2016   **Updated**:

FOCUS AREA			
Stress prevention			

GOAL			
To bring down the current stress level among postdocs			

INITIATIVE with regards to stress	RESPONSIBLE	DEADLINE	STATUS
Events on how to organize your academic work	Head of postdoc committee	15 Sep16	To be discussed at post doc committee meeting in September 2016 Will discuss with postdoc committee if still relevant (and find out which VIP could do it?)
Help post doc prioritize time which regards to specific conferences/workshops to pursue, guidance in relation to next position be it in academia or industry.	Supervisor/host	Upon arrival	To be discussed at post doc committee meeting in September 2016 If decided the RGC could book the meetings in the calendars Still undecided, seems the follow up meetings were not considered very important. We can address this at next committee meeting
Potential follow up/evaluation meeting with supervisor (and permanent VIP from post doc committee if necessary?)after 6 months to see if everything is on track – this meeting could be held as the annual fixed SDD meeting that all employees are offered	Postdoc/supervisor	Midway through post doc position	To be discussed at post doc committee meeting in September 2016 RGC can book follow up meetings in the calendar See comment above

FOCUS AREA			
Structuring the post doc employment at CS and enhance good leadership (initiatives that we expect will also help bringing down stress level)			

GOAL			
To give post docs a better overview of what is expected of them during their employment at CS, and provide better guidance with regards to future positions when they leave CS			

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Revise the advice sheet for post docs and hosts/supervisors as well as the info list sent out by RGC for new postdocs	WPA follow group for post docs /Post doc committee	1 Sep 16	Dorthe has send out template to WPA follow group for review 14 June Ongoing process, continuously updated
Welcome meeting with supervisor to align expectation upon arrival,	Head of postdoc	Upon	To be discussed at post doc committee meeting in

i.e reviewing for conferences, number of articles one is expected to publish, which conferences will be relevant to target, etc.	committee	new post doc arrival	September 2016 Implemented. All new postdocs have welcome meetings witin the first 2 months of employment. Dorthe schedules this.
Yearly event where relevant grant options are presented	Head of postdoc committee	Every year (a fixed month?)	Not yet initiated (as of 14 June 2016) (Lars Arge and Susanne Bødker could be asked) Implemented. We will repeat last year's talk by Mogens and Lars about how to get research funding. Talk is scheduled 30 August 2017. This will be an annual talk, from 2018 most likely to be held in June.
Quarterly post doc event where subject of general interest to post docs is presented (might be joint event with PhD committee if overlap in subject of interest)	Postdoc (PhD) committee/by requests from post docs	1 July 16	First event held 9 June 16 about career paths after your post doc/PhD Next event expected during fall 16Dorthe will book 4 dates in the calendar for academic year 16/17 March – June – September – December Implemented. Next events scheduled for August 30 and September 7, 2017.

FOCUS AREA
Constructive communication at the department

GOAL
To enhance the understanding of AU initiatives (like WPA surveys) but also to facilitate a better understanding of CS in general

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Have RGC teach post docs how to use the calendar	Postdoc committee administrative supporter	CS TAP team meeting 28 June	Dorthe brings info along to administrative team meeting to see if this should be formalized or maybe included in template sent out by RGC upon arrival Implemented. Info included in welcome mail

ACTION PLAN FOR THE PSYCHOLOGICAL WPA AT DEPARTMENT OF COMPUTER SCIENCE
PhD Students

Prepared: June 9, 2016   Updated:

FOCUS AREA: Improve the general well-being

GOAL: To improve the general well-being of the PhD students by reducing loneliness and making sure all feel part of a larger social community			
INITIATIVE	**RESPONSIBLE**	**DEADLINE**	**STATUS**
Continue to host events (annual retreat and quarterly PhD lunches) where PhD students from all research groups meet and interact to create new contacts.	PhD Committee/PhD committee administrative supporter	Continuously	Next PhD lunch will be planned in beginning of September and the PhD/Postdoc retreat will be completed in first half of 2017 Done. 1/6 PhD and Postdoc event – next event is a workshop about stress and imposter syndrome. Some events have been cancelled due to very low number of registrants.
Contact other departments (e.g. chemistry) who have a higher score on well-being than CS to learn what they do differently for inspiration	PhD committee administrative supporter	November 1, 2016	Work with this initiative will be started in August 2016 Done. Discussed at PhD administrator meeting at GSST. Many departments were inspired by CS, but we didn't take home anything new
Encourage PhD students to share ad hoc events with the entire group e.g. via PhD mail list or info screens	Research group leaders/ Communication officers	November 15, 2016	Done. Two PhD students have revived "Juniorklubben" which is a social initiative for PhD students run by PhD students. The department donates a small amount of money and PhD administrator helps facilitate
Create list of topics for support group meetings that will be relevant to cover (not as a check list but one to keep in mind). This is also relevant for other focus areas.	PhD Committee/WPA workgroup?	December 31, 2016	Must be discussed at PhD committee meeting. Date is currently not set.

FOCUS AREA: Cooperation & matching expectations			

GOAL: Ensure a good working relationship between PhD students and their supervisor			
INITIATIVE	**RESPONSIBLE**	**DEADLINE**	**STATUS**
Encourage having MUS meetings where e.g. expectations, cooperation, prioritization etc. is discussed	Head of department/ Supervisor of PhD student	Annually, starting Fall 2016	Information and rules should be communicated well in advance of next round of MUS meetings by head of department Done. Will be repeated well in advance for the next round of MUS
Start-up meeting with all new employees where expectations are discussed for both sides (employer/employee) to establish roles, relationship and responsibilities	Supervisor of PhD student	Continuously	All new PhD students are invited to a welcome meeting with Anders Møller besides the one at GSST. Here focus is on local matter. Also, Sofia sends email with information relevant to new people at CS.

FOCUS AREA: Stress prevention			
GOAL: To bring down the stress level to improve personal well-being, secure a good work-life balance and job satisfaction.			
INITIATIVE	**RESPONSIBLE**	**DEADLINE**	**STATUS**
Course in project/time management (possibly implemented department vise)	PhD Committee/PhD committee administrative supporter	December 31, 2016	PhD students can attend the one arranged at AU. Nothing specific will be created for them at this time.
Stress workshop	PhD Committee/ PhD committee administrative supporter	First half of 2017	Possible theme for 2017 retreat. Many people are too stressed out to attend courses, but the retreat is mandatory Workshop arranged for September 7, 2017. Many have expressed interest in this so we are hope for a great turnout.
Topics for FastVIP meeting; How to be a good supervisor? and How to address the problems indicated in WPA for PhD and Postdocs?	Head of Secretariat	December 31, 2016	Topics are put on subject list for future meetings and will be put on agenda
Inform about removing pressure to teach if PhD student would rather have a salary deduction	PhD committee	Continuously	Head of PhD committee checks if it is clear in the letter of appointment Information about the possibility to not teach has been included in emails regarding TA'ing at CS. We do not encourage people to do this but inform them of the possibility.

ACTION PLAN FOR THE PSYCHOLOGICAL WPA AT DEPARTMENT OF COMPUTER SCIENCE
CS Administrative team

Prepared: June 22, 2016   Updated:

FOCUS AREA
- Stress prevention

GOAL
- Keep up good work/life balance

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Organizing a course at Science and Technology entitled: "Din effective arbejdsdag – skab mere tid, overblik og overskud" financed by AU Kompetencefond.	Head of Secretariat/Marianne Dammand Iversen	August 15, 2016	The course will take place on August 15, 29 and 30 and September 15, 2016. All administrative employees at Science and Technology will receive an e-mail with information about the course before July 1, 2016. It was a great success, thus there will be four more courses in 2017. One in Sjælland and three in Aarhus
Once a year the TAP team will have a workshop where they look at the distribution of tasks and where there is opportunity to possibly redistribute tasks. This is to make sure that the workload is distributed in an appropriate way.	Head of Secretariat /CS TAP team	Ongoing	Last workshop was held on May 26, 2016. Next workshop will take place in Spring 2017. Due to a new research group coordinator and the digitization initiative at CS, new tasks will be redistributed among the administrative team to make sure that the workload is distributed in an appropriate way. Throughout the year, the work load is discussed at the team meetings taking place every second week.

FOCUS AREA
- Cooperation with colleagues and academic staff

GOAL
- Keep up the good TAP –TAP and TAP-VIP cooperation at CS in order to

INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Dedicate time at our team meetings to evaluate on ended tasks and bring on new ideas.	Head of Secretariat	September 2016	The department has had several large events this year (workshops, conferences, career day, CS day etc.). At the first team meeting in September we will evaluate on the events. We will talk about the division of tasks/responsibilities. What went well/where can we do better.

			The administrative staff discusses present tasks and invite colleagues to evaluate and come up with new ideas. Also SurveyXact is used to evaluate on conferences and workshops
Encourage everybody (whether it be a VIP or a TAP) to pass on appreciation to the right person.	Head of Secretariat /CS TAP team	Ongoing	The Head of Administration and CS TAP team will continuously encourage the VIP to tell it directly to the TAP colleague. An ongoing proces
Assign a wingman to new TAP colleagues. The wingman will serve as a mentor for the new colleague	Head of Secretariat	Ongoing	The Head of Administration will assign a wingman to the new research group coordinator, who will serve as a mentor for the new colleague. The new office trainee, who will start in September 2017, will have the two colleagues responsible for office trainees as her wingmen/women.

FOCUS AREA - Cooperation between CS and ST/AU administration			
GOAL - Improve the dialogue with members and team leaders of ST administration to be considered part of ST administration			
INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Invite our partners at ST administration/AU administration to participate in team meetings, whenever it makes sense according to the agenda, to share experiences and evaluate on the workflows.	Head of Secretariat	Ongoing	To be included in the planning of the coming team meetings The Head of Secretariat is working on how to get insight in and cooperate about the work processes and challenges of the Administrative center at ST.
Take initiatives to share knowledge on e.g. how to handle workshops/conferences with colleagues at other departments/administrative centers	Head of Secretariat /AU	October 2017	Waiting for initiative from AU (high expectations to the CARVE processes introduced by Arnold Boon) Are waiting for the Workzone project to begin
FOCUS AREA - Conflict resolvement			
GOAL - To make sure everyone knows his/her role during conflicts			
INITIATIVE	RESPONSIBLE	DEADLINE	STATUS
Share knowledge on how to resolve possible future conflicts and define the roles of the people involved.	Head of Secretariat	November 2016	To be discussed at a TAP team meeting. The Head of Department is in the process of finding out how to address this making use of the AU dialogue tools for handling conflicts.