

School of Social Sciences

Staff Bulletin

November 2018



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[Humanities eNews](#)

Welcome to this month's Staff Bulletin.
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Head of School Update

My aim is to keep these bulletins as short as possible so that colleagues are more likely to read them, or at least skim through them. The bulletin is one of the key ways in which we keep each other up to date on the latest developments in our core areas of activity, so please read through it.

We have already begun planning student numbers and the budget for 2019/20. This involves making relatively minor changes to the five-year plan as previously envisaged. We haven't factored in changes to student fees in the current exercise, although we will (as far as possible) consider various possibilities in separate exercises.

On the teaching and learning front there are a number of new and very useful resources available (see below), please make use of them.

On the research front, we have had a number of large grants submitted which look very promising, but there is still a lot more scope for medium sized applications (under £500k). We really need to improve the rate of high-quality submissions at that level. We've made a lot of support available for this area of activity, but it hasn't shown the kind of results we need yet.

The self-organisation of PGR activities, such as the newsletter, seminars, workshops, reading groups and contribution to the ESRC Festival of Social Sciences is impressive. Given that we are now a multi-site School, it is more important than ever to make connections across departments. I know Stuart organises a regular social event that is open to all – don't be shy and attend if you can.

Congratulations to all colleagues and PGR who have won (are in the process of being considered for) various awards in the School, Faculty and University (and beyond). Just being nominated should be seen as a marker of how much your contribution is valued by colleagues and/or students.

The School has been holding talks with the Faculty Marketing and Communications team about how they can help us to communicate in a more effective way in terms of research, teaching and recruitment. Unsurprisingly, a lot of discussion has focussed on website structure, design and engagement. At this point all I can say is that the coms team we met are very keen to take on our suggestions, and that we are working with them to improve in this area.

Finally, to everyone's favourite topic, that many of us ignore until something happens to bring us up short: health and safety. I'll keep it brief: please familiarise yourself with the various policies and resources that are referred to in the Staff Handbook, and remember it is your wellbeing, as well as your colleagues and students, that these are designed to protect!

Brian Heaphy, Head of School of Social Sciences

Unit Surveys

The unit surveys are now open for completion. Please encourage students to complete these so that we can get as high a response rate as possible. Experience suggests that giving students a few minutes in class to complete the survey on their mobile devices can have a big effect. Dan Rigby has produced a [short video](#) which illustrates how to make the link to the survey more prominent on Blackboard. And there are some [University resources](#) available to promote the surveys.

Stellify

The University's project to make our students distinctive is growing all the time. A guide for staff is available here: <http://www.staffnet.manchester.ac.uk/stellify/my-role/>.

Assessment and Feedback Session

On 5th December [Phil Race](#) and [Sally Brown](#) will visit the University to deliver workshops on assessment and feedback in HE teaching. Places can be booked via [Eventbrite](#). This is a joint SoSS/Law event.

Advance HE Subject Networks Engagement events

Advance HE came into being in March 2018, following the merger of the Equality Challenge Unit, the Higher Education Academy and the Leadership Foundation for Higher Education. Advance HE are inviting colleagues from HE institutions to take part in a series of round table engagement events taking place across the UK throughout December and January, and two online events for their global partners. These events are an opportunity for colleagues to work with Advance HE to help shape the way in which Advance HE will look to support subject networks and communities more broadly. Representation is welcomed from any Advance HE member institution and the events are open to individuals of wide and varied backgrounds that are keen to work with together to shape this important feature of Advance HE's member benefits moving forward. You can find details of dates, locations, and how to register by visiting: <https://www.advance-he.ac.uk/help-shape-your-subject-networks>. These events are free to attend, however places are limited and will be allocated on a first-come, first-served basis. Please feel free to circulate this to colleagues across faculties/schools/departments, and direct any queries to networks@advance-he.ac.uk.

PURE

Can all colleagues please ensure they have updated their PURE profiles as soon as possible. This includes publications, ahead of the next RRE round, but also indicators of esteem. This will help our UoA leads with the preparation of the draft Environment template for the REF. Key indicators might include:

Invited plenary talks (where expenses are covered)
Other invitations to speak where expenses are covered.
Editorship of journals and book series.
Membership of editorial boards
Advisory roles (e.g. for government bodies).
Expert testimony (e.g. again to gov't boards).
Consultancy
Positions in professional bodies (e.g. BSA, ESRC)
Fellowships
Gongs, awards and prizes (e.g. book prizes, honorary degrees, OBEs)

Visiting Scholars Policy

A reminder that ALL researchers visiting the School for any length of time need to go through the new Visiting Scholars Programme. This requires sponsorship from a member of staff and agreement from Heads of Department or Institutes. The procedures for the Visiting Scholars Programme is here:

<https://www.socialsciences.manchester.ac.uk/research/visiting-scholars-programme/>

Application forms are

here: <http://documents.manchester.ac.uk/display.aspx?DocID=37646>)

Please make sure all applications allow sufficient time for processing and for HR requirements.

Drop-in Session

Simon Challis, School Grant Writer, held a drop-in session for grant applications on 13th November, which 7 people attended.

Simon/Hallsworth Fellowships

These ECR Fellowships are now open and comprise:

[HUM-012977 Simon Research Fellowship \(2 posts available\)](#)

[HUM-012980 Hallsworth Research Fellowship in Chinese Political Economy](#)

[HUM-012982 Hallsworth Research Fellowships \(up to 3 posts available\)](#)

The deadline for applications is 3rd January 2019.

Please advertise these fellowships as broadly as possible amongst your professional networks. Please note that all applicants should discuss their plans with the relevant department research director ahead of application.

Ethics Review Panels

Following a meeting with members of the Ethics Office on 7th November 2018, we have been asked to nominate more reviewers for the Ethics Review process. Please let your

Department Research Director know if you would be willing to join the panels. Early career researchers are eligible to serve on these panels.

School Grant Awards

We held the first round of the School Small Grants Competition. 11 awards totalling £20,467 were agreed. A second round will be held in the New Year.

POSTGRADUATE RESEARCH

School Director, Stuart Shields

Eprog

Can colleagues continue to ensure they monitor eProg over the Christmas vacation. You can complete all your outstanding and upcoming forms altogether in one place in eprog <https://app.manchester.ac.uk/public/Login.aspx?PageRequest=/eprog/default.aspx&action=timeout>

Select “my research students” and you will see a menu item on the left saying attendance and engagement. Click on attendance and engagement and all your students’ attendance and engagement milestones will appear so you can complete them in one go.

Social responsibility PhD prize

We are about to start contacting supervisors and PGRs who qualify for the Lewis PhD prize. Awarded annually by the School of Social Sciences for a completed PhD thesis that makes the greatest contribution to research with a social responsibility aspect.

The prize is £500; additional ‘highly commended’ awards of £50 each may also be given. Any PhD student whose A(i) or A(ii) recommendation (pass with no/minor corrections) was approved by the PGR Director between 1.10.17 and 30.9.18. Eligible PhD recipients can self-nominate; their main supervisors can also nominate them. The deadline for nominations is still to be confirmed but will be early/mid-January 2019.

SOCIAL RESPONSIBILITY

Helen Beebee

Some Miscellaneous reminders and alerts:

ESRC Festival

Many thanks to everyone who put on Festival events this year — and a reminder to please get your evaluation forms and any outstanding budget claim forms to Clare Canning a.s.a.p.

Caring Costs Scheme

A reminder about this scheme, open to all staff (including PS and TAs) and PhD students, which will cover the costs of caring responsibilities if you will be away on University/work-related business.

Career Development Allowance

And a reminder about this scheme too — money for conferences, attending training events, etc. for all fixed-term academic staff.

For further information about both schemes, please go to the Policies and Procedures section of the SoSS Staffnet site — <http://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/policies-and-procedures/> — and click the relevant link on the left-hand menu.

Making a difference awards

The University's 2019 Making a Difference Awards are now open for nominations — see <http://www.socialresponsibility.manchester.ac.uk/get-involved/awards/> for all the information you need. If you are thinking of nominating someone, or think you may be a suitable candidate yourself, please let Helen Beebee know. Nominations close on 21 January 2019.

SCHOOL ADMINISTRATION NEWS

Head of School Administration, Alison Wilson

PS News

- We welcome
 - **Zoe Gosling** joined the Cathie Marsh Institute as Administrator on 5 November 2018.
 - **Hannah Saunders** who will be joining the Postgraduate Support Office on 3 December. Hannah will be responsible for delivering PG programme support to Philosophy, Social Statistics, MSc in Data Science, years 1-2 of the PhD in Data Analytics and Society (which has a significant taught element) as well as co-ordinating the QRM suite of RT course units.
 - **Becci Bailey** will be joining the research support team on 7th January 2019.
- As a gesture of thanks for all the work our house services staff do throughout the year, we are organising a card and collection which we will give to them before we break up for the festive season. Contributions can be handed in (by close of day on Monday 18th December) to the **Postgraduate Support Office** (2nd Floor, ALB) or to the **Admin Offices in the Cathie Marsh Institute** (G9/10/11) in HBS.
- Graduation is on Tuesday 11 December at 2.30 pm all staff are invited to the **School of Social Sciences Graduation Reception** in the Common Room, Ground Floor, Arthur Lewis Building immediately following our Graduation ceremony.

Baby News

Congratulations to:

- Julie Tierney, Programme Administrator Politics, on the arrival of Charlotte (7lb 6oz) born on 26 October 2018.
- Jay Burke, Undergraduate Assistant on the arrival of her twins - Hari (4lb 4oz) and Layla (5lb 5oz) born on 29 November 2018.

New Leadership Model for Directorate for the Student Experience, and specific areas of the Faculties and Schools

Just to alert you to forthcoming changes to PS across the University as a result of SLP affecting Grade 9 and 8 roles at this stage.

See overview:

<http://www.staffnet.manchester.ac.uk/nlm/overview/>

The proposals, which the Board of Governors has approved and which are now subject to consultation with the trade unions, relate to Grade 8 and 9 roles in the Directorate for the Student Experience, and specific areas of three Faculties and Schools. The staff changes arising from these proposals are summarised below:

- 58 roles are in scope for changes -
- 28 new posts introduced
- 37 posts no longer required -
- A net reduction of nine roles across Schools, Faculties and the DSE

This includes Heads of School Administration, Heads of Teaching and Learning and Student Experience, Research Support, Business Engagement and Postgraduate Research, and the leadership roles in the DSE.

FAQs

<http://www.staffnet.manchester.ac.uk/nlm/faqs/>

Changes to Travel Booking System

Key Travel will replace the existing provider Egencia as the new Travel Management Partner on **Wednesday, 5 December 2018**.

To ensure all staff are prepared for the change, you should have been invited to attend a workshop delivered by Key Travel. Training will also be supported by webinars, drop-in sessions and guidance notes.

The Key Travel system will:

- offer a wide range of fares and rates,
- provide the flexibility to handle complex travel requirements,

- assist the University in meeting our obligation to provide a duty of care to our staff.

This will also mean changes to roles, responsibilities and processes including system set up, data maintenance, bookings and reporting.

There are still dates available for the workshops via [Staff Learning and Development](#).

Key Travel was established in 1980 and works solely in the academic and charity/NGO sectors. They currently provide Travel Management Systems to more than 80 universities and leading charity organisations.

Please note, all bookings made through the existing Travel Management System will be supported and serviced by Egencia through to trip completion.

For any questions please contact travel.helpdesk@manchester.ac.uk

HUMAN RESOURCES

HR Partner, Jenny Knights

Women in (to) Leadership

The Equality, Diversity and Inclusion Office and Staff Learning and Development are pleased to announce that they will be piloting an in-house women's leadership development programme in early 2019.

The programme will complement, not duplicate the Leadership/Management programmes already offered through Staff Learning and Development and has been designed specifically for women who are either:

- Experienced academic/research/PS managers aspiring to a leadership role
or
- New to a leadership role, including those in a senior specialist role where they are expected to influence senior colleagues without formal authority

Places on the pilot are subject to the completion of an application form, line manager approval and a commitment to attend all sessions. The closing date for applications is 30th November.

To download a programme overview, provisionally reserve a place and access the application form, please go to:

<https://app.manchester.ac.uk/TLMS116>

If you have any questions please contact:

Denise.fieldhouse@manchester.ac.uk

Sociology Public Engagement Prize 2018

Please join us in congratulating the winners of the Sociology Public Engagement Prize 2018:

Winners:

1. **Helen Holmes** (staff) for her '[Make do and mend' expo](#), booklet and other activities on sustainable consumption and alternative provisioning
2. **Hayley James** (PhD student) for her event, media and knowledge exchange work to share her research on 'Threshold adults' and their attitude to pension planning (have a look at one of the [news articles](#) here)

Well done to Helen and Hayley! These two applications were clear winners with the judging panel: guest judge Helen Beebee (SoSS Director of Social Responsibility), Alice and Hazel. However, we also saw some applications which were often at a much earlier stage and/or were equally deserving of recognition. Graeme has kindly stumped up for us to be able to recognise the following people with **highly commended** awards:

1. **Maddy Abbas** (staff) for a case study in how to turn an [academic article](#) on the impact of counter-terrorism policies on Muslim families into a [policy blog](#), and a press release, which led to an [appearance on a TRTworld roundtable](#) on Prevent.
2. **James Rhodes** (staff) with Kristoffer Halvorsrud for their 'photovoice' project with black and minority ethnic users of local mental health services took photos for exhibitions in Manchester and London
3. **Jaime Garcia Iglesias** (PhD student) for his LHIVES reading group and other activities to bring together academics, third sector and policymakers with an interest in lived experiences of HIV/AIDS ([follow him on twitter](#) for future updates!)
4. **Hannah Haycox** (PhD student) for her work sharing her research on resettlement policies and their impact on Syrian families with policymakers and stakeholders.

It was a pleasure to see how impressed Helen Beebee was with the standard of public engagement work being done by Sociology colleagues, so do keep up the good work. And do keep in touch if you need any advice on work you are doing or planning, or if you have any news you would like me to help share.

School of Social Science

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[Staff Bulletins](#)

