

Staff Update

Exclusively for staff at The University of Manchester

SPREAD THE WORD

Staff across the University are being asked to help promote the 'Tell Us' campaign, which is designed to maximise the response rate by students to the Student Barometer Survey and also Unit Surveys.

The first phase of the **Student Barometer Survey**, in October and November 2011, yielded a wealth of information about student life at Manchester, informing the University's ambition to provide an outstanding experience.

Now the University and Students' Union have teamed up again to check whether student expectations are being met, and whether previously identified good support and service is being maintained. All Manchester students are being asked to 'Tell Us' - by taking the Student Barometer Survey via My Manchester (<http://my.manchester.ac.uk>) by 17 May.

There is a £500 prize for the School with the best response rate and £500 for the School with the most improved response rate, to be spent on enhancing the student experience.

Unit Surveys (formerly known as Unit Evaluation Questionnaires) are part of the University's commitment in 'Towards Manchester 2015' to listen to students and to seek annual improvements in the quality of the teaching and learning they experience.



The online Unit Surveys will be available in Blackboard from 30 April to 11 May. Several Schools have chosen to use a paper-based questionnaire in place of the online version.

Visual display materials are available to help you promote the Tell Us campaign:

- Digital image and e-mail banner
Download from www.studentnet.manchester.ac.uk/barometer-survey/barometer-promotion
- A2 posters and A6 flyers
Request by emailing: robyn.mckeown@manchester.ac.uk

NEW NAME FOR LIBRARY



From July, the John Rylands University Library will have a new name – The University of Manchester Library.

The move has come as part of a review of the Library's name and branding.

The John Rylands Library located on Deansgate will retain its name.

The University of Manchester Library consists of the Main Library and nine other sites including the Joule and Eddie Davies libraries.

You can find information about all the sites at:

- www.manchester.ac.uk/library/aboutus/locationsandopeninghours

OXFAM BIG BRA HUNT

Staff and students donated over 1,300 bras as part of Oxfam's 'Big Bra Hunt' during April.

The charity sells the bras to traders in Senegal and other countries to provide a sustainable business trade.

The campaign was supported by FoodOnCampus which offered free tea or coffee to people donating bras at their outlets.



PRESIDENT'S UPDATE

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Each month in Staff Update we publish a summary of the President's weekly message, for staff who don't have access to email or the internet at work.

22 March 2012

The annual two-day conference for the University's Board of Governors took place at Chancellors, attended by all members of the Board and the Planning and Resources Committee. It discussed progress and achievements against the University's plans and goals; updated the Board on all key aspects of the University; discussed future goals - notably Manchester 2020; and considered future challenges and major decisions to be taken.

29 March 2012

A meeting of senior staff from across the University discussed the draft Strategic Plan 2020, which addresses how the University will achieve the targets and ambitions of the Manchester 2020 Vision, published in November 2011. At present, it identifies a small



number of high-level KPIs and targets against which performance will be measured across the University. The President invited staff to comment on the draft Strategic Plan through their Head of School or Directorate.

The President attended a civic lunch at the Town Hall to commemorate the Queen's visit to Manchester.

6 April 2012

The President reported that the standard minimum fee for UK/EU PGT students in 2012/13 would be £5,000, which is well below the cost of delivering full-time masters programmes. The University was considering how it could assist students and would investigate a loyalty discount for its own graduates.

HOST A SCIENCE STUDENT

The Nuffield Foundation is looking for hosts who can offer a defined role for a post-16 science, technology, engineering or mathematics student for four to six weeks over the summer.

If you think you can offer a placement for a Science Bursary student, contact:

- emma.lewis@manchester.ac.uk

Find out more at:

- Nuffield Bursary website:
www.nuffieldfoundation.org/scb
- Information for project hosts:
www.nuffieldfoundation.org/project-hosts

THE RIGHT CAREER TRACK

Around 160 exhibitors will be attending this year's Graduate Recruitment Fair – with hundreds of immediate opportunities on offer in a wide range of sectors.

The event is taking place on 13 and 14 June at the Armitage Centre, Fallowfield and both undergraduates and postgraduates are welcome to attend.

To find out more about how to let your students know about the event, contact:

- jan.hewitt@manchester.ac.uk or 52834

Or visit:

www.careers.manchester.ac.uk/students/events/graduaterecruitmentfair/

The event is being organised by the Careers and Employability Division.

RYMAN IN RUNNING FOR PRIZES

Geoff Ryman, Senior Lecturer in the Centre for New Writing, is in line to win both of science fiction's most coveted accolades after being placed on the final ballots for both the Hugo and Nebula awards for his novelette 'What We Found'.

He hopes to join the list of previous Hugo novelette winners, who include Brian Aldiss, Richard Cowper and Ursula Le Guin, when the result is announced in front of 20,000 science fiction fans at the world SF convention in August.

The work has also made the final ballot for the American Nebula Awards. Previous winners include Brian Aldiss and Arthur C Clarke.

First published in The Magazine of Science Fiction in 2011, the novelette is about a scientific breakthrough by a Nigerian scientist, and the deep personal impact it has on how he understands his own family history from independence to the future in 2030.

Geoff said: "I'm delighted and proud that 'What We Found' has been nominated for both the Hugo Award and Nebula in the Best Novelette categories. It's made especially fine for me in that one of my fellow nominees for the Hugo is an ex-student of mine, Ferrett Steinmetz."

AWARDS SUCCESS

The University and the Faculty of Life Sciences have succeeded in renewing their Athena SWAN awards, which recognise employment practices that support female researcher careers.

The University has renewed its Bronze award and the Faculty of Life Sciences its Silver department award.

The awards were presented at a reception at the University of Birmingham on 3 May.

PhD PANELLISTS FOR PATHWAYS

PhD-qualified colleagues are invited to take part in Pathways, the University's annual careers event for PhD researchers and research staff, on 8 June 2012.

You can support Pathways by taking part as a panellist in an interactive session. You would speak briefly about your own career journey, before answering questions from delegates.

Pathways offers participants a great networking environment as well. Around 350 delegates and more than 80 panellists are expected to attend.

To find out more, contact:

anna.lomas@manchester.ac.uk or visit:

- www.careers.manchester.ac.uk/students/postgraduates/pathways



OBITUARY: DR PETER LOWE

8 April 1941 - 24 February 2012

Born and educated in Cardiff, Dr Peter Lowe joined the history department of the Victoria University of Manchester in 1965 and spent his entire academic career here.

He was a distinguished international historian of the 20th century Asia-Pacific, and the author of six major books.

Peter was also the secretary of the British Association for Japan Studies for some years, and was elected president in 1985.

Peter was a caring and diligent teacher on a broad range of subjects, supervising a large number of graduate students and supporting colleagues through the staff association.

He retired in 2004 as Reader in History in the School of Arts, Histories and Cultures and was appointed Honorary Senior Research Fellow.

In retirement, Peter moved to Poole, where he was able to indulge his passion for walking on the south coast and his deep interest in opera and ballet.

Peter was industrious, generous, sociable, and a born conversationalist. His friends had expected him to enjoy years of fruitful retirement, but he died after a short illness.

BLACKBOARD 9 UPGRADE

Blackboard 9 has been upgraded and you may notice that there are some changes to the interface with some menu items moved. Advice and guidance about these changes is being drafted but if you have any specific queries about your course, please contact: eLearning@manchester.ac.uk

RUNNING TO BUILD HOPE

Some of the poorest people in Ethiopia are being helped by a charity founded by Veronique Rizzuto from the Equality and Diversity Office.

Veronique is raising money for the charity – called Building Hope – by taking part in the BUPA Great Manchester 10K Run on 20 May. She will be running in memory of her friend Katryn, a mother of three who raised thousands of pounds for the charity before dying of cancer in 2011.

Donate to Building Hope at:
www.justgiving.com/Veronique-Rizzuto1

Three colleagues from the Communications and Marketing Division are also taking part in the 10K Run.

Aeron Haworth.

Donate to The Christie at:
www.justgiving.com/aeronhaworth

Jon Keighren.

Donate to Alzheimer's Research UK at:
www.justgiving.com/jon-keighren

Ruth Middleton.

Donate to Alzheimer's Society at:
www.justgiving.com/Ruth-Middleton25

BEST FOOT FORWARD

More than a million steps were walked by staff from the Faculty of Engineering and Physical Sciences who took part in a Pedometer Challenge for Sport Relief recently.

Organised by the Faculty External Relations Office, the challenge was to walk as many steps as possible in seven days – with a minimum of 10,000 steps per day.

Between them, the fundraisers raised £431 for Sport Relief.

The winners received their medals at a prize-giving on Friday 23 March:

- First prize - Marie Davies
School of Electrical and Electronic Engineering
- Second prize - Nikola Hassell
School of Mechanical, Aerospace and Civil Engineering
- Third prize - Sue Hubbard
School of Mechanical, Aerospace and Civil Engineering



EXTRA TIME FOR 147 BUS

The running time of the popular 147 Oxford Road Link has been extended to 9pm, as part of a trial extension.

The service now runs every 10 minutes until 6.30pm, after which it runs at 20 minute intervals until 9pm (the last bus sets out from Piccadilly rail station at 8.30pm).

More information:

- www.route147.co.uk

SWISH SWAPPING

A clothes swapping event organised by staff in the Rutherford Building raised £60 for local charities.

The event, called a SWISH, encourages people to bring along good-quality items of clothing they're willing to swap. Money is raised from an admission fee for all swishers.

The next SWISH will take place in the Rutherford Building on 25 October 2012. For more information, email emma.lewis@manchester.ac.uk



EGGSTRA SPECIAL THANK YOU

Thanks to everyone who supported this year's Easter Project for the Wood Street Mission – over 900 Easter eggs plus financial donations were received from staff.

Over 700 families received eggs from Wood Street, plus a food hamper, to help them through the extended school holidays.

Find out more about the Wood Street Mission at: www.woodstreetmission.org.uk

WELLBEING WEEK

More than 1,000 people took part in this year's Wellbeing Week, which offered more than 90 activities for staff and students.

Events were held in a range of venues across campus and a drop in session – 'The Main Event' – in University Place, offered free massages, food tasting and knitting amongst other things.

Find out more about sport, health and fitness at the University at:

www.manchester.ac.uk/sport



WORLD TEXTILES TOUR

Staff can take a tour of the Textiles Store at The Whitworth Art Gallery on Wednesday 9 May (12.30-1.15pm).

Amy George, Assistant Curator (Textiles), will give a 45 minute 'behind the scenes' glimpse into the Whitworth's world textile collection.

Booking is essential on whitworth@manchester.ac.uk



LIFE SAVING EQUIPMENT ON CAMPUS

Cardiac arrest has been in the headlines recently with the dramatic on-pitch collapse of Bolton Wanderers footballer Fabrice Muamba.

Fabrice's experience just goes to highlight that many of us would be unaware of what to do in a similar situation.

The University has invested in a number of Automated External Defibrillators (AEDs) which are available at various points across the campus.

An AED is a simple piece of equipment which **anyone** can use to increase the survival chances of someone in cardiac arrest.

Information about the location of the AEDs, and the answers to some frequently asked questions about them, is on StaffNet at:

- www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/defibs/

If you have any questions, contact:

- Janet Makin, University First Aid Coordinator, at janet.makin@manchester.ac.uk

WRITE YOUR WILL

University staff can benefit from a discount on writing your will with Irwin Mitchell by visiting:

- www.extranet.irwinmitchell.com/willsandtrusts/university_of_manchester/index.asp

HEALTH AND SAFETY WEEK

The first Health and Safety Week will take place at the University between 11-15 June.

There will be a number of activities happening across the campus, designed to raise the profile of health and safety and let you know more about how it affects your everyday working life.

A range of free and fun activities will be on offer to both staff and students – you can find out more at:

- www.staffnet.manchester.ac.uk/employment/training

STAFF TAKE PART IN HEALTH AND SAFETY REVIEW

Thanks to everyone who contributed their comments to the review.

The first drafts of the new documents are available at:

- www.campus.manchester.ac.uk/healthandsafety/Misc_Docs/OHST_5-2012.pdf

If you have any last minute comments during May, contact Melanie Taylor:

- melanie.j.taylor@manchester.ac.uk or 64004

NEW MANAGEMENT FOR DRYDEN STREET NURSERY

The Bertram Nursery Group has been chosen to manage the University's nursery at Dryden Street from 1 August 2012.

The nursery will continue to offer the same number of places to the children of University staff and students.

Current staffing levels will remain the same and fees will be frozen until August 2013.

The University will continue to subsidise the current number of places for children of students and there are no plans to reduce this commitment. The nursery will remain a designated Workplace Nursery for University staff.

The company also runs nurseries at MediaCity UK, Hope Hospital and the Greater Manchester Police.

EQUALITY DATA IN MYVIEW

Monday 21 May is World Diversity Day and to celebrate this, staff are being asked to update their equality information online via MyView.

You can use MyView to include information about your race, religion or belief, sexual orientation and any disability you may have.

This information helps us to produce anonymous statistical reports.

If you haven't used MyView before, you'll need to create a memorable phrase - which is different from your usual username and password - to keep your personal information safe and secure.

For help with getting started with MyView, see the online step-by-step guide:

- www.staffnet.manchester.ac.uk/employment/myview

To update your equality information, log on to MyView and click on:

- View your personal details
- Equal opportunities

Find out more about equality and diversity at the University at:

- www.manchester.ac.uk/staffnet/equalityanddiversity

CLAIM STAFF EXPENSES ONLINE

Claiming expenses for a University business trip is now easier and faster. A single new web form for expenses claims, accessed via the staff portal, has replaced the paper forms PR1a, PR1b and PR2.

You can input your expenses while still away on your business trip and the online system will keep a record of your claim.

Online guidance and live validation of your finance code will speed up the processing of claims. The Payroll Team will aim to pay your claim within two weeks of receiving your completed and authorised form. You'll be able to keep track of your expenses payments on MyView.

If you have already received information about local arrangements for phasing out the old forms, please abide by this.

For further guidance on submitting expenses claims online, please go to the Expenses pages on StaffNet:

- www.staffnet.manchester.ac.uk/employment/expenses

You'll also find the University's Financial Regulations and Procedures and the Handy Guide for Expenses Claim Signatories there.

For further information, please contact the Payroll Team on 58213 or noncorepayrollteam@manchester.ac.uk

CONTACT US

If you have any news or story ideas, you can contact us via: uninews@manchester.ac.uk or 275 2112.

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