The University
of Manchester

MANCHESTER 1824

2017-18

Academic Staff Handbook
School of Social Sciences

Welcome to Manchester

UNIVERSITY OF MANCHESTER
SCHOOL OF SOCIAL SCIENCES
ARTHUR LEWIS, HUMANITIES BRIDGEFORD STREET BUILDINGS,
AND WATERLOO PLACE

WELCOME TO MANCHESTER
2017-18 Edition

This Handbook aims to give new and existing members of staff information on how the School is managed and quick answers to those frequently asked questions about how things work here at Manchester, and particularly in the School of Social Sciences (SoSS). It is designed as a general guide but please remember that there may be Department differences to take into account. If in doubt, consult your Mentor or Line Manager/Head of Department (HoD).

Items which will require your attention as soon as possible after you arrive in Manchester are detailed at:

1. Induction
2. Data Protection
3. Health & Safety
4. Staff Directory & Telephones
5. Load Staff Profile

This Handbook provides web links to various supporting documents, for which you may require your University of Manchester (UoM) IT services *username* and *password*.

The content of this document can always be improved and it will be updated as changes are introduced. If there is anything that you think should be included or amended, please feel free to email me: alison.wilson@manchester.ac.uk.

See also the University's *Human Resources* website:
www.staffnet.manchester.ac.uk/employment/

Or the University's *Manual of Academic Procedures*:
www.campus.manchester.ac.uk/tlso/map/

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THE FACULTY OF HUMANITIES

What is the Faculty and how is it run?

Universities all over the world traditionally divide their academic activities into faculties which consist of academic units based on a particular discipline, or on a grouping of disciplines employing similar methodologies. This is the approach that is followed at The University of Manchester, and these sub-faculty disciplinary units are known as Schools. The Faculty plays an important role within the University, since it is the Faculty which is responsible, on behalf of Senate, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded. The designation Humanities distinguishes this Faculty from the other two faculties – Science and Engineering and Biology, Medicine and Health.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Law, Social Sciences and Business & Management and is the largest Faculty in the University. With over 16,000 students and some 1200 academic staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university. All the disciplines in the Faculty recruit students globally and the overwhelming majority of our academics have international reputations for the quality of their research. The University is committed to the ongoing enhancement of the international profile of the Faculty of Humanities.

The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and the Alliance Manchester Business School. The organisational culture of these schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Associate Deans all of whom hold a particular portfolio, and these are listed below:

Dean & Vice-President   Professor Keith Brown

Vice-Deans
Teaching, Learning & Students   Professor Fiona Smyth
Research   Vacant
Social Responsibility   Professor Andrew Westwood

Associate Deans
Internationalisation   Professor Oliver Richmond
Postgraduate Education   Professor Stuart Jones
Teaching, Learning & Students   Dr Thea Cameron-Faulkner
Research   Professor Nicola Glover-Thomas
Business Engagement   Dr Andrew James

Deputy Associate Dean
Postgraduate Education   Jon Shute

Director of Faculty Operations   Vikki Goddard

The work of the Faculty, through its administrative team involves the following:

- preparing and implementing Faculty policies, strategies, procedures and regulations within a university framework;
- planning and resource allocation;
- co-ordinating and developing activities to respond effectively to institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries;
- monitoring and evaluating the performance of Schools;
- quality assurance and enhancement;
- facilitating inter- and multidisciplinary activities;
- delivery of operational services that are best undertaken at Faculty level.

ORGANISATION OF THE SCHOOL OF SOCIAL SCIENCES

Background

The School of Social Sciences (SoSS) was set up in September 2004 within the Faculty of Humanities of the new University of Manchester. It brings together six distinct groups: Economics, Politics, Philosophy, Social Anthropology, Social Statistics and Sociology. SoSS is a large School of over 200 academic and research staff.

The School of Social Science submitted to five 'Units of Assessment' in Economics and Econometrics, Politics and International Studies, Sociology, Anthropology and Development Studies, and Philosophy. The Research Excellence Framework (REF2014) confirms Manchester as one of the leading centres for Social Science research in the UK.

The School's international and national reputations in its constituent departments are reflected in the substantial external research income that it generates its involvement in ESRC Centres, ESRC recognition for training PhD students in all its existing Departments, and success in securing ESRC studentships for research postgraduates. The School embraces the full range of quantitative and qualitative research methods.

The School of Social Sciences is committed to research-led teaching. It has an extensive portfolio of undergraduate teaching programmes: single and joint honours programmes in its constituent departments; joint programmes with other Schools in the Faculty of Humanities; and the large interdisciplinary programmes – the BA (Econ) and as well as the BA Social Sciences. At Masters Level there are currently over 200 students following in-house MA and MSc programmes. Teaching quality is high across the School's departments, with economics, politics and philosophy all being rated 24/24 and social anthropology rated as Excellent in their respective evaluations by the Quality Assurance Agency for Higher Education. There are over 150 research students registered in the School.

Structure

The School's management framework seeks to achieve the following:

- A lean and efficient structure;
- Clear lines of accountability and responsibility;
- Strong strategic focus on the University's three core goals;
- Clear leadership of the departments;
- Enhanced and consistent staff support and development;
- Promotion of collegiality.

The School structure provides a strategic focus on our core goals, providing a secure foundation for delivering our ambitious five-year strategic plan which seeks to transform the School's performance across all areas of activity. Leadership of the School is provided by the Head of School supported by the Directors and Head of School Administration. There are Directors for each of the University's three core goals: Research, Teaching, Learning and Student Experience and Social Responsibility, in addition there is a Director of PGR. All four Directors are directly accountable to the Head of School and indirectly to their respective Faculty Vice-Deans. They are responsible for strategy and policy in their respective areas. There are also leads for Business Engagement, Internationalisation and Environmental and Sustainability, which sit under Social Responsibility. The Leadership team are:

Head of School	Chris Orme
Director of Research	Brian Heaphy semester 1 Claire Alexander from semester 2
Director of Teaching and Learning	Ken Clark
Director of PGR	Stuart Shields
Director of Social Responsibility	Helen Beebee
Business Engagement Lead	Jackie Carter
International Lead	Angie Wilson
Environmental Lead	Michael Scott
Head of School Administration	Alison Wilson
Head of School Finance	Wayne Ferris, covering Suzanne Davies maternity leave
HR Partner	Jenny Knights

The Heads of Department (HoDs) take responsibility for their department - and all academic staff in the School (Teaching & Research, Teaching and also Research staff) have a nominal home Department. This includes line management of academic staff, recruitment of academic staff, P&DRs including PREP and management of teaching and research within the Department. Tasks relating to the management of the Department will be delegated by the HoD – for example, research staff (Associates and Fellows) will often be line-managed by Principle Investigators (PIs) on grants, and the Departments senior staff (the Professoriate) are expected to provide additional leadership within the Department and School. The departments are largely autonomous in terms of how they organise and manage their area. Contributing to the effective functioning of the School is a responsibility of all academic staff. Department practice is to share administrative tasks among colleagues, on the principle that there should be a rough equality in their distribution, as appropriate to the experience and career development of individuals; and that there should in general be rotation of the tasks that make the heaviest demands. Academics undertaking such a role receive credits against their teaching and, in some cases, marking in order to give them the time required to carry out their duties. The current HoDs are:

Economics	Martyn Andrews
Philosophy	Chris Daly
Politics	Francesca Gains

Social Anthropology	Maia Green semester 1
	Tony Simpson, from semester 2
Social Statistics	Wendy Olsen
Sociology	Graeme Kirkpatrick

Strategic Management Roles - Head of School, Director of Teaching and Learning, Director of Research, Director of PGR and Director of Social Responsibility and HoDs receive additional (non-pensionable and time limited) remuneration, and are the only roles to do so, as well as credits in the Work Allocation Model. These roles are advertised when vacant and a formal selection procedure has to take place. Job descriptions for these roles are available on the intranet.

See appendices for organograms - appendix 4 Management Structure and appendix 5 School Governance.

School Governance

The School is managed through the following committees detailed below to ensure that: resources are deployed appropriately; the School is developed strategically and has operational priorities against which performance can be measured; due attention is paid to Health and Safety so staff and students are safe; there is a forum for all-staff discussions and promotions and probationary review are carried out at School level with recommendations for promotion sent to the Faculty who then after review make a recommendation to the University regarding the cases.

Committee	Remit
School Policy and Resources Committee (SPRC)	The School's executive decision-making body, responsible for matters concerning, policy, resources and staffing.
School Leadership Team (SLT)	Responsible for the strategic development of the School: School Strategic Plan; annual operational priorities and budget; annual performance monitoring.
Health and Safety Committee	To review health and safety arrangements for staff and students within the School to ensure compliance.
School Board	The remit of School Board is defined by the University Ordinances: Ordinance XII. School Board will be the forum for all-staff discussions, for the purpose of advising the Head of School. It meets four times a year, with each meeting having an explicit central focus.

School Promotions Committee (SPC) Reports to the Faculty	Is responsible for considering: Academic staff promotions (*e.g.* L to SL and Grade 6 to Grade 7); Change of status from SL to Reader; Promotion to chair; Probationary review; Reward and recognition of exceptional performance.

Teaching Governance

The Director of Teaching & Learning is responsible for strategy and policy in respect of achieving an outstanding learning and student experience, directly accountable to the Head of School and indirectly to the Faculty Associate Dean for Teaching & Learning via membership of the Faculty TLC. They chair the School's TLC which will be responsible for strategic planning and decision-making, as well as policy development.

The day to day management of teaching and learning takes place within the departments. There is a streamlined operational chain of accountability. Module leaders will be responsible for managing their courses and for resolving low-level issues or problems, including student complaints. Those problems/complaints which cannot be resolved at that level will be referred up to Programme Directors. If still not resolved, the problem/ complaint will be referred to the Head of Department. In the last instance the Head of School will be required to provide final resolution. Where the issue or complaint concerns assessment, the Exams Officer for the Department will be consulted for advice.

Lines of Responsibility

Module Director → Programme Director → HoD → Head of School

Committee	Remit
Teaching and Learning Committee (STLC)	Responsible for: teaching and learning strategy, policy and implementation; curriculum and periodic reviews; continual monitoring; approving new degrees, programme specifications and modules. Oversight of all taught degrees; arrangements for assessment; examination boards; student support and employability.
Sub-committees/ groups	**Remit**
Regulations Committees	This committee (one for UG and one for PGT) will meet once a year to review changes to degree regulations and module outlines.
Employability Committee	Enhance the employability of all SoSS students (UG, PGT and PGR), working closely with the Professions and University Careers and Employability Division.
Strategic Recruitment, Admissions and	To monitor ongoing recruitment and admissions activities and the further development of these

Portfolio Review Group (SRAP)	activities in line with University/Faculty/School strategies and to regularly review the School's portfolio of degree programmes.
School Web Committee (SWC)	To manage web activity at a local level, identifying and prioritising areas for development.

Research Governance

The Director of Research has overall responsibility for the School's research strategy and policy development. They chair the Research Committee which will consist of the departments, centres and institute leads, the PGR Director and early-career researcher reps. He/she will work closely with the PGR Director to ensure an integrated and joined-up approach.

Centres and Institutes are governed by the School's policy. This sets out a framework for governing the different forms of collaborative research in the School, as well as specific processes and criteria for the establishment, monitoring and 'winding down' of centres. The Departments, centres and institutes will help to deliver our strategic research priorities.

Departments, Centres and Institutes: purpose and activities

Their purpose is to provide a focus for research activity, facilitating intellectual exchange and staff development.

They will:

- Facilitate discussion and collaboration;
- Encourage a culture of research grant acquisition, internal peer-review of publications, grant applications, book proposals etc.;
- Mentor and support early-career researchers;
- Provide a supportive environment for PGR students and research staff;
- Organise regular research seminars;
- Participating in the RRE process, providing feedback to members;
- Attending Research Committee;
- Meeting annually with the Director of Research to report on activity;
- Producing annual research reports for consideration by the Director of Research;
- Hold a minimum of four meetings per year.

Interdisciplinarity and collaboration are encouraged: colleagues are free to contribute to research activity in more than one area. Additionally, sub groupings may develop.
NB – Some Departments have Research Directors.

Committee	Remit
Research Committee (SRC)	Plays a strategic role in planning and developing the research activity in the School; Stimulates and monitors research activity and research profile of the School; Encourages a culture of interdisciplinarity and collaboration within and beyond the School; Management of Academic Leave; Manage the School funds for research

	related activity e.g. Impact; Review the intellectual quality of SOSS applications for Simon and Hallsworth and External Fellowship and major grant applications.
	Research Excellence Framework (REF): Manage preparations for REF;
	Oversee the School's overall Research Environment.
Postgraduate Research Programmes Committee (SPRPC)	This committee is concerned with all matters pertaining to postgraduate research study within the School: To ensure that the University and Faculty quality assurance and enhancement requirements are met in relation to research degree programmes with regard to External Examiners' reports, Annual, Periodic Review and other reviews; To devise and implement the School's PGR strategy in line with University and Faculty recommendations; To approve the appointment of examiners and award of research degrees; To monitor the progress of research students and be responsible for their welfare and student experience including employability.

Social Responsibility Governance (SR)

As SR cuts across teaching and research, the Director of SR will work closely with the other four Directors and their committees to ensure that the SR agenda and priorities are embedded within core activities. The Faculty five key priorities are as follows:

- Research with Impact
- Socially Responsible Graduates
- Engaging our Communities
- Responsible Processes
- Environmental Sustainability

In line with the Faculty structure environment and sustainability come under the remit of SSRC, although there are obvious links to both research and teaching and learning. There is also an Equality and Diversity Committee and an Environmental Sustainability Committee that sits under and reports to SSRC.

Committee	Remit
Social Responsibility Committee (SSRC)	Champion School's commitment to Social Responsibility both internally and externally; Support and encourage social responsibility activities in Departments, Research Institutes / Centres so they contribute to the overall

Sub-committees/ groups	Remit
	University strategic aims; Promote, and where appropriate participate with, the signature programmes outlined under the five key priorities; Work with the School leadership team to develop strategic plans and operational priorities for social responsibility, reviewing progress towards the goals.
Equality and Diversity Committee	Promote equality and diversity within the School of Social Sciences, advancing equality of opportunity for all and embedding a culture of equality; Scrutinise and keep under review School policies and procedures to ensure due consideration is given to eliminating discrimination and promoting equality including policies and procedures that impact the student population; Make strategic recommendations for equality and diversity policy development and implementation;
Environmental Sustainability Committee	Promote environmental sustainability in education, research and operations in the School of Social Sciences, oversees applications to the Green Impact Award, reviews and makes recommendations on the environmental sustainability of School procedures, engage with other parts of the University to facilitate good practice. For more details about social responsibility in SoSS and the Green Impact award please see here.

Please see the link below for more details of committees and membership:
http://staffnet. manchester.ac.uk/social-sciences/meetings-committees/

YOUR EMPLOYMENT

Initial Appointment & Staff Card

The Human Resources team is based on the second floor in the Simon Building. You must return your signed contract and bank account details to this office. You will then be issued with a staff card (essential for e-mail, building access and library use).

You need to set up your email account here.

You should check this email account **regularly**, as this is the address that the University and students will use to contact you.

Once you have your central account you will be able to access Campus Solutions (this is the computerised system where you can obtain student information – including class rosters, etc.) and My Manchester.

Your salary will be paid direct into your bank account, monthly in arrears. You should have been advised about the documents which HR Services needs, in advance of your arrival here. Payslips are provided electronically and can be accessed here.

Expenses for Relocation

Information on expenses and claims can be found here.

Induction

All new staff are invited to a half day course organised by the University to be formally welcomed to the University of Manchester and senior staff give presentations on key issues. Book a place here.

There is also an on-line introductory training and information package produced by the Learning and Development Unit website here.

Colleagues joining us in August and September 2017 are invited to a School induction, where you will meet the senior management team and key Professional Support Services colleagues as well as other new staff and hear key information about the School.

Leave & Absence

Please see leave and working arrangements which contains details of the different types of leave available to enable staff to achieve a good work life balance. This includes:

- annual leave
- helping staff to undertake roles in the community such as being a School Governor (public duties)
- helping staff manage their caring responsibilities at home (family friendly)
- ways in which staff may apply to work flexibly or to take career breaks and sabbaticals (flexible working)

It also explains the types of leave which support staff in an emergency (special leave) and during illness (sickness absence).

Holidays & Annual Leave

All staff are entitled to reasonable holidays/annual leave although there is no specified amount it should not be less than 28 days which is the statutory entitlement. All staff are required to inform and con firm their annual leave, in advance with the Head of Department. All staff receive bank holidays and 4 closure days at Christmas in addition to annual leave.

Absence During Term/Semester Time

Guidelines on attendance stipulate that academic staff should be normally working at the University for a minimum of THREE days per week during teaching semesters see more detail here.

Staff wishing to be temporarily absent from Manchester during term time for more than 3 days must seek permission in writing from their HoD.

The main concern will be an assurance that neither teaching nor administrative duties will be neglected. There is no need in practice to seek permission for very short absences (a day or so), as long as there are indeed no implications for teaching and administration. Particular care in seeking and obtaining permission must be taken for any absences during the student registration and examination periods.

Sickness/Incapacity to Work

For absence of seven calendar days or less, a University Self Certification / Return to Work Form must be completed and submitted on the day of return to the manager or their nominee. After seven calendar days, the member of staff must obtain a statement of fitness to work (a 'fit note') from their GP covering any further periods of sickness in the same absence period.

This statement must be posted to their manager or nominee on the same or next day.
The fit note will provide advice from the GP as to whether the member of staff is 'unfit for work' in which case they shall remain off sick, or 'may be fit for work' if suitable support can be given by the University. If the fit note indicates they may be fit to work the employee must contact their line manager immediately to explore this option. The manager will consider what adjustments can be accommodated to enable the employee to return to work and agree these with the employee.

An employee may return to work at the end of the period stated on the fit note. Confirmation of fitness to return will no longer be provided by GPs.

When calculating an absence period, note that all calendar days including weekends and/or rest days are counted as days of absence. More information is available here.

Maternity/Paternity/Adoption / Parental Leave

There are University policies on the following:
- Maternity
- Paternity
- Adoption
- Parental Leave

Outside Work & Consultancy

Staff wishing to undertake outside work, including consultancy, must contact the Head of Department in the first instance to discuss proposals, to gather the necessary information and to ensure that any consultancy work is appropriately costed. Colleagues need to be certain that the quantity and nature of any outside work undertaken will not have an adverse effect on their primary

commitment to the School nor on the University. An application form must also be completed and forwarded to the Head of Department for approval.

Peer Review of Teaching

Academic staff are encouraged to engage in peer review of each other's teaching on a regular basis to provide enhanced awareness of differences in teaching techniques and approaches and to provide opportunities for renewal and improvement in teaching through the process of critical peer review. This process should take place at least once every three years and for those on probation it should take place annually. It can also take place more often if, for example, applicants for promotion want to use the results of peer review in their application.
SoSS Peer Review of Teaching (hyperlink)

Performance & Development Review (PDR) & Personal Research Plan (PREP)

The School conducts reviews, PDR (for all staff) and PREP (for all T&R and R) staff, every year. Staff will be reminded at the appropriate time of the approach of the next review round. PDR/PREP are intended to be a supportive process, aimed at positive career development. University Guidance is available here and SoSS guidance for PDR and PREP here under Personal Development Review.

Reviewees are required to supply an up-to-date CV (in the Manchester format – see below Curriculum Vitae) and complete a preparation form. They should also refresh their memory of their last review report, which is also available to their reviewer. After the review, the reviewee is asked to countersign the report if in agreement with it or to indicate any points of disagreement.

Academic Leave

See Research Leave

Tenure Procedures (Probationary Period)

Appointments to lectureship, senior lectureship and Reader posts are initially made for a probationary period of up to four years. The progress of every probationary lecturer is reviewed by the School Promotions Committee in March or April every year. If a recommendation to reappoint is not made in the third year, guidance is given to the probationary lecturer about the conditions which will have to be satisfied for reappointment to be achieved when these procedures are repeated in the following, and final, year. Details of the procedures may be found here.

See HNAP below which is a requirement of probation for all new lecturers. Please note that your Curriculum Vitae has to be in the Manchester CV format for probationary review.

HNAP (Humanities New Academic Programme)

The Humanities New Academics Programme (HNAP) is designed to ensure that new academics are fully equipped to work effectively within The University of Manchester in relation to the full breadth of tasks associated within post. The New Academics Programme reflects a fresh approach to the training of staff embarking on an academic career at Manchester and is part of an evolving wider framework for academic staff development being developed by the University's Academic Staff Development Group. Ewan Hannah is the co-ordinator of the programme and can be contact via HNAP@manchester.ac.uk

It is not always possible to get on the HNAP programme in the first year of appointment, as there is a finite number of places. In SoSS permanent lectureships are prioritised for attendance in the first year of appointment, then those on a two year fixed appointment. Those on a one year fixed term lectureship will be able to attend if their contract is renewed for a further year.

Successful completion of the HNAP programme is a necessary requirement of probation for all new Lecturers.

Curriculum Vitae

Colleagues are asked to ensure that they follow the Manchester CV format. This will be updated every year through the Performance and Development Review process, Probationary Review and if applying for promotion.   Details of the required CV format can be found here under Academic General.

Mentors

It is University policy for new lecturers to be given guidance in their early years here by an experienced colleague appointed as mentor by the Head of Department.

It is School policy to apply this principle to temporary lecturers as well as those on open-ended (permanent) contracts. For more details see the School's Guidance on Mentoring under academic general.

Staff Learning & Development

New staff **have to** undertake on-line training in Equality and Diversity Issues:
Diversity in The Workplace
Unconscious Bias

Recruitment and selection training is a prerequisite for membership of appointment committees.

Good Practice Information on recruitment and selection.

The Staff Learning and Development Unit organise many courses throughout the year as well as providing useful e-resources

Register of Interests

All Colleagues who are grade 6 or above with no exception, are required to complete a register of interests on-line annually even if it is a nil return. You will be prompted to do this by the Head of School Administration.

Online Register of Interests

Promotions

Relevant information on promotion from the Faculty.

An email usually goes to colleagues at the beginning of October and cases are reviewed by the School Promotion's Committee in November and feedback given. Applications are then reviewed again in January with final recommendations being made to the Faculty in February. A workshop on the promotions process is held in June and colleagues who are considering applying for promotion are advised to attend.

Colleagues are also advised to discuss with the Head of Department in the first instance if they want to apply for promotion.

Exceptional Performance

On an annual basis colleagues are invited to put forward a case for exceptional performance for accelerated increments or discretionary salary points. At the appropriate time, members of the School are prompted by the HoD to say if they would like a case made on their behalf. The conditions governing these procedures are here.

Occupational Health

The Occupational Health Services are available for all staff members and are located at 182/184 Waterloo Place, Oxford Road, tel: **52858**. In the information pack sent to you by Human Resources with your contract, you should have received a Pre-Employment Eye Screening form. On completion of the form you will be given an appointment to see one of the Occupational Service Nurses for a check-up. Occupational Health offers information and advice on all aspects of health and safety within the workplace and are always happy to advise.

Disability Issues

Individual members of staff who have personal disability issues they wish to discuss, should do so either through their line manager, Human Resources (58110) or Occupational Health (52858).

Counselling Service

The team of professional counsellors and psychotherapists offer confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being.

The Counselling Service is part of a wider network of help and support; and they can advise on where else to seek help within the University and make referrals to NHS mental health services.

Other Information
- Pensions
- Staff Benefits
- Travel Loans
- Employment policies and procedures

AN A TO Z OF PRACTICAL MATTERS

Administrative Duties (Service & Leadership)

It is a contractual duty of every member of the academic staff to give such assistance in the School in which he or she holds office as may be required by the Head of School. School practice is to share administrative tasks among colleagues, on the principle that there should be a rough equality in their distribution, as appropriate to the experience of individuals; and that there should, in general, be rotation of the tasks that make the heaviest demands. A list of administrative duties for your Department is published annually at the beginning of the new session and will be available from your HoD.

Accommodation

The University Accommodation Office is available to help new members of staff to find accommodation on arrival in Manchester. There are a small number of self-contained flats/bed-sits available for visiting academics and members of staff on either a short or long term basis.

This site also provides general information for staff joining the University (especially International staff).

Arthur Lewis Building

SOSS and SEED (School of Environment, Education, and Development) share the Arthur Lewis Building (and also Humanities Bridgeford Street) see Appendix 2 of this Handbook for guide to Departments, Administration and Research Centre locations.

Building Access & Security

Access to Arthur Lewis is via a swipe card system (University ID card) and the building is open to staff 24 hours a day, 7 days a week. Individual offices have their own keys which can be obtained from the Building Attendants on the Ground Floor (in HBS, please see Research Centre administrative staff). If you lose your key, there is a £10.00 charge to cover the cost of a replacement. If you witness any suspicious activity please report this immediately to the University Security Service on 69966. (This number is on the back of your ID card.). Please be vigilant when working out of office hours, if someone tailgates you into the building please ask to see staff/ student card, if they refuse please call Security at the earliest possible opportunity 0161 306 9966.

Although a rare event, if you suffer a theft, please report this to the University Security Service on the number above. More information about security can be found here.

Catering, Drinks & Snacks

There is café provision in both Arthur Lewis and Humanities Bridgeford Street (9.00 – 3.30).

Children at Work

Please be aware that it is not possible to bring children to work with you. The University's Safeguarding Children policy prohibits this. If under exceptional circumstances, children are brought in, they must be closely accompanied and supervised at all times. Brief visits from staff and their children are accepted but again on the proviso that the child/children are closely supervised at all times.

Computer Support

This is organised through the University IT Support. All problems can be logged online using the ARS system, follow link (www.manchester.ac.uk/itservices or tel: **65544** email: it-servicedesk@manchester.ac.uk)

Administration rights on University desktop PC's is not routinely allocated. The University operates a managed desktop system which helps maintain the integrity of the UoM IT infrastructure. If admin rights are required see (username and password are required).

Copyright

A guide to copyright and digitisation can be found here. This is critical if supplying external teaching and learning materials to students.

Data Protection

Many staff regularly handle personal data of staff, students, research participants and others. For example, it's common practice to create files of all relevant data relating to an individual student or member of staff, as a record of that person's time studying or working at the University. The University must process personal data according to the principles set out in the Data Protection Act 1998. The requirement to comply with this Act, in protecting the rights and privacy of individuals, imposes certain responsibilities which staff must fully understand. Failures or weaknesses in our processing of personal data can result in significant harm and distress to individuals who may be affected and may also cause significant reputational damage to the University.

The Data Protection online course covers the minimum requirements for staff who handle personal data.

It is a School requirement that all staff complete the on-line course: TBF22 Data Protection

Email

Email is the modal channel of communication in the School. Most important information is circulated by this means. It is vital that colleagues check their email regularly, since much goes round *only* electronically and not on paper. Your email account will be set up automatically once you have signed your contract letter and returned it to Human Resources – this can take a few days especially in September when the majority of new colleagues arrive.   The School Feedback Policy requires than academic staff respond promptly to emails from students and normally within three working days:

The School encourages very limited, or no, operational, administrative and/or policy related emails at weekends, or before 8am and after 5pm on Monday-Friday.

The School and departments has various email distribution lists. Please let your department administrator know when your email account is live so you can be added to the department list.

The main School email distribution lists are as follows:

socialsciences-staff@listserv.manchester.ac.uk – all staff in the School of Social Sciences
SOSS-PSS-STAFF@listserv.manchester.ac.uk – Professional Support Staff only

Equipment

The School has a small collection of laptop computers and data projectors that can be borrowed for lectures and seminars. We also have a digital camera that can be borrowed to record events for inclusion in publicity documentation or on our website. Contact the Resources Office at sossresources@manchester.ac.uk for bookings.

Fax Machine

In the rare event nowadays that you need a FAX, check with your Department Administrator for the number and location.

Financial Procedures & Approval

Financial control is a responsibility of the Head of School, who sets limits for allocations to Departments and individual staff members under a decentralised budgeting scheme. Further details on this and other financial issues are available from your Department and from the Faculty Finance Office. In the case of research funds held by named budget-holders, those budget-holders are ultimately responsible for their own accounts (subject to the appropriate School clearance of all claims forms), though these will be overseen by the Research Accountant and/or the Research Office.

Colleagues seeking reimbursement for expenses of any kind must complete an on-line claim form:

It is essential that tickets and **original** receipts are attached, since otherwise the Finance Department will refuse to accept the claim. Colleagues are reminded that credit card vouchers, copies of cheque stubs, application or booking forms **are not** acceptable as receipts. Claims for expenses have to be received within three months of the incurred expenditure.

Approval Process Flowchart – see appendix 3

Equipment such as IT, printers etc. should be acquired by contacting IT directly on 65544

- It is against financial regulations to acquire such items and then seek reimbursement through an expenses claim.
- Any equipment purchased for use at home remains the property of the University and must be delivered to the University address.
- If you are claiming the cost of a working or entertaining meal (i.e. if paying for more than your own meal) staff should ensure they select the appropriate sub-category - 'Entertaining' not 'Subsistence'. You will then be asked to give further details of the meal and attendees. This allows the university finance team to make appropriate tax calculations on expenditure.

The University has approved suppliers which are to be used for items such as equipment or stationery. Details are available from your department administrator.

Fire Alarms

Fire alarms are tested on a weekly basis (Monday 1.30p.m.(Arthur Lewis), Friday 11.00a.m. Humanities Bridgeford Street)). Instructions for escape in the event of a fire or other emergency should be posted by all emergency call buttons throughout the buildings. The current Assembly Point for the Arthur Lewis Building, Humanities Bridgeford Street, and Waterloo Place is next to the Martin Harris Centre entrance off Bridgeford Street. On hearing the alarm, please leave the building

in a calm and orderly fashion via the closest and safest exit. Do not re-enter the building until you have been advised to by a member of the Security Team.

All persons must familiarise themselves with the location of their **nearest** emergency exit. You are responsible for your visitors and contractors, and must advise them of emergency action. If you are in charge of lectures or laboratory classes you must take responsibility for the orderly evacuation of your class without undue delay.

Disabled members of staff are required to develop a Personal Emergency Evacuation Plan. PEEP's should be returned to the School Safety Advisor for reference, and kept by the individual and Line Manager.

In the event of a demonstration (student or otherwise), invasion, or any other emergency in the Arthur Lewis Building, Humanities Bridgeford Building, and Waterloo Place, building occupants should vacate by the nearest fire exit, as in the case of a fire.

First Aid, Accidents And Emergencies

A first aid kit is available at the Porter's lodge in each building and also in all kitchen areas; otherwise please ring the Main University Security Office (**52728**).

For emergency services (Fire, Police, Ambulance), call **9999**.
For the Main University Security office, call **52728**.
An up to date list of First Aiders in your areas can be found here.

The training needs of the first aiders are co-ordinated centrally on behalf of the School. Please note that all Security staff are also trained first aiders.

All accidents/near misses, whether involving injury or not, must be reported to the University.
Accident and incident/near miss report forms can be found at:
www.manchester.ac.uk/healthandsafety

When completed, the forms should be returned to Carla Liburd, G.044b, ALB. All accidents must be reported to the School Safety Advisor (SSA: Carla Liburd) who, together with the supervisor of the work area/activity involved in the accident, must investigate the circumstances and, in all but the most minor cases, prepare a written report for the respective Head of School advising remedial measures. Responsibility for implementing these remedial measures will lie in the first instance with the supervisor of the area/activity.

The Head of School will ensure that all accidents, as outlined on the University Accident Form are reported immediately to the Health and Safety Services (64003/54977). In their turn, Health and Safety Services have the responsibility to notify the Health and Safety Executive (and Local Authority) of such incidents.

Head of School

The current Head of School is Chris Orme, Arthur Lewis Building G.033 . Although the first port of call for information and advice is your Mentor or HoD, Chris is always willing to be consulted about any School matter. His PA, Domenica Scinaldi (**51757**, domenica.scinaldi@manchester.ac.uk) can arrange a meeting.

Health & Safety

The School Safety Advisor (SSA) is Carla Liburd (Carla.liburd@manchester.ac.uk). The School Health and Safety Policy can be found here
http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/

All staff are required to complete the SoSS Health & Safety Checklist (at the above link) as soon as possible after your arrival in Manchester. (This is the simplified SoSS version of the one found at the back of your New Staff starter pack issued at HR.)This can be completed as part of your Department induction meeting with your line-manager, at which workload, expectations and career development will be discussed (as appropriate for your stage of career). Please sign and return the completed checklist to Carla Liburd at your earliest convenience.

You are also required to complete the on-line training: THS1E Online Health & Safety Induction

DSE Assessment

All members of staff are required to complete an on-line DSE assessment to ensure that their work station and equipment are set up correctly and to identify if you have any particular needs. See link below:
https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=923Hn59K

The Health & Safety Executive guidelines for working on a computer are as follows:

- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen, i.e. should not result in a higher pace or intensity of work on account of their introduction.
- Breaks should be taken when performance and productivity are still at a maximum, before the user starts getting tired. This is better than taking a break to recover from fatigue. Appropriate timing of the break is more important than its length.
- Short, frequent breaks are more satisfactory than occasional, longer breaks: for example a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15-20 minute break every 2 hours.
- Wherever practicable, users should be allowed some discretion as to when to take breaks and how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.
- Changes of activity (time spent doing other tasks not using the DSE) appear from study evidence to be more effective than formal rest breaks in relieving visual fatigue.
- If possible, breaks should be taken away from the DSE workstation, and allow the user to stand up, move about and/or change posture.

You are advised to complete a DSE self-assessment when you first inherit your work space and thereafter when you experience a change in circumstances.

Intranet

A large amount of information is available on the University, Faculty and School Intranets. The University Intranet acts as a gateway to a vast amount of information from reporting building faults to seeking research funding: see
www.staffnet.manchester.ac.uk/

The Faculty of Humanities, the School of Social Sciences and all Department public web pages and intranets can be accessed from www.manchester.ac.uk/discover/structure/faculties-schools/

IT Services – Faculty of Humanities

The University IT Team provide induction sessions to help you find your way around the Manchester systems and during term time they provide many short courses that you can sign up for. More details at ict.humanities.manchester.ac.uk/

Further, on-line, University support can be found at:
www.itservices.manchester.ac.uk/

In particular, how to set-up your various mobile devices to work with the various University systems. See also: WIRELESS.

(University of) Manchester Library

www.manchester.ac.uk/library

The Library plays an important role in supporting your teaching and research. There is a dedicated Academic Engagement Librarian for Social Sciences who is your first point of contact and will work with you to ensure the Library is meeting your teaching and research needs. Contact Janette.watson@manchester.ac.uk with any immediate queries and/or to arrange a meeting to discuss library support in further detail.

Meeting Rooms (Arthur Lewis Building

There are currently five rooms that are bookable through the School in the Arthur Lewis Building and Humanities Bridgeford Street by contacting: sossresources@manchester.ac.uk. As a response to Staff and Student Surveys, certain rooms, on specified days, are for the specific use of Departments and also by TA's for their weekly office hours please contact the DA Administrator to book these rooms.

Arthur Lewis Meeting Rooms and Availability:
G.018   (max capacity 12) w/c Monday 11th September 2017 - w/e Friday 29th June 2018
G.019   (max capacity 24) w/c Monday 11th September 2017 - w/e Friday 29th June 2018
G.030/031   (max capacity 30 – only available to book Mon, Tues, Weds am each week)

2.016 /2.017   Boardroom (max capacity 60)
2.066   (max capacity 12) w/c Monday 11th September 2017- w/e Friday 29th June 2018
                 2.066 is booked for the Social Anthropology DA between **8am-8pm every
                 Monday, Wednesday and Thursday (Fridays for Social Anthropology TAs).** See Val
        Lenferna –
                 val.lenferna@manchester.ac.uk

3.008   (max capacity 12) **Monday - Friday - Economics** - See Jackie O'Callaghan –
Jacquiline.ocallaghan@manchester.ac.uk
3.040   (max capacity 12) **Monday – Friday – Sociology** - See Jackie O'Callaghan –
Jacquiline.ocallaghan@manchester.ac.uk
3.056   (max capacity 12) **Monday – Friday – Sociology** - See Jackie O'Callaghan –
Jacquiline.ocallaghan@manchester.ac.uk
3.077   (max capacity 12) **Monday - Friday - Economics** – See Jackie O'Callaghan –
Jacquiline.ocallaghan@manchester.ac.uk
4.050   (max capacity 12) **Monday - Friday - Politics** – See Val Lenferna –
val.lenferna@manchester.ac.uk

Humanities Bridgeford Street and Availability:

2.53   (max capacity 20) w/c Monday 11th September 2017 - w/e Friday 29th June 2018

Out of Hours Working

If you are in your office very late or over the weekend, you should alert Security (52728), tell them your location and how long you expect to be on the premises so that in the event of a fire or an emergency, they are aware that you are on campus. For the School policy on Lone Working please see:
http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/

Personal Teaching Timetable

Staff can view their timetable in My Manchester.   Please use INTERNET EXPLORER rather than any other search engine.   You need your staff ID number.
- GO TO https://my.manchester.ac.uk
- You will need to enter your username and password at the Login page
- Under your name along the top right is a A-Z (tiny print) – click it
- Select T
- Select Timetable
- Enter your staff IT number and use the arrow keys to move from week 52 2014/15 to 2015/16 (week by week). The buttons to select semester 1, semester 2 or all year still currently show the timetable information for the 15/16 academic year won't change over for 16/17 until Welcome Week unfortunately.
  Further guidance is available at:
  http://www.estates.manchester.ac.uk/services/timetabling/timetables/

Photocopying and Printing

The photocopiers/ printers are located in the Office Service Areas next to the pigeonholes on second, third and fourth floors. Instructions will be posted on the notice boards in each area. All other sections within Arthur Lewis and Humanities Bridgeford Street will have their own machines located within the larger offices; these also will function as network printers. Staff and PGR students can access photocopiers/ printers anywhere on campus with their staff card.

At present, permanent members of staff are provided with personal printers in their offices. There are also networked printers in all OSA areas within Arthur Lewis and Research Centres in Humanities Bridgeford Street. When Humanities IT set up your pc, they will connect you to the relevant networked printers as well.

Post

Post will be delivered to Reception points on all floors and put into pigeonholes. Post will be picked up by the House Services staff from the same locations.

Recycling in the Arthur Lewis Building

The School operates "Ban the Bin" policy and individual offices no longer have waste bins.

Recycling Stations will be located in each of the communal or "Oasis" areas that are located at the end of each of floors 1- 4. An additional recycling station will be located on the ground floor. A picture of a recycling station is shown below.

These are colour coded and marked up so that waste can be separated into different waste streams such as plastic bottles, cans etc, to allow them to be recycled using standard signage as follows.

As well as being encouraged to separate out their waste, staff should continue to use the office paper recycling scheme that has been in place throughout the University for a number of years. This already means that the University recycles around 375 tonnes of waste office paper each year. A paper recycling container (see picture below) will be located in each office and close to photocopiers etc to maximize usage.

For more details about recycling, please see the [SoSS environmental sustainability and green impact pages](#).

Risk Assessments

As a duty of care, the Head of School needs to ensure that staff and students taking part in their academic duties and studies are covered by appropriate risk assessments and have followed procedures such that in the unlikely event of an accident they are covered by the University's Liability Insurance. This note concerns independent work by staff and students (e.g. research for thesis involving fieldwork; staff attending overseas conferences or undertaking fieldwork and student dissertations involving work away from the University campus.

To this end, the School has adopted three generic risk assessments that cover most (if not all) low hazard activities for staff and research students associated with normal academic duties. They are:

General Risk Assessment 1 – Low hazard fieldwork in UK
General Risk Assessment 2 – Low risk travel and fieldwork to overseas destinations including conferences and consultancy
General Risk Assessment 3 – Office work on campus

These are available here:
http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/

Please read the Risk Assessments as they reduce the need for individual staff to produce their own risk assessment each time they conduct *low hazard fieldwork* or attend a *conference overseas.*

For all these professional activities, all staff need to complete the risk assessment declaration:
https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=ll3I6o5M

Staff **will have to complete** a full risk assessment if they undertake work that is not covered by the three generic risk assessments (e.g. work with ethical considerations such as working with children, work in a hazardous environment etc). Assistance with this is available from the School Resources Office.

School Administration

There is a team of administrators within the School whose duties and contact details are listed in Appendix 1 of this booklet.

Showers

There are six showers located on the Ground Floor which are for use by members of staff. Each shower also has a coin operated locker. Staff will need to bring their own shower gel, shampoo and towels etc.

Smoking on University Premises

All University academic and administrative buildings have been designated as no smoking areas, including electronic cigarettes. This includes all offices, toilets, entrances and secluded parts of buildings.

Staff Directory & Telephones

All members of staff should be listed in the new School directory automatically by HR. However, you should access your entry as soon as possible to check that full details have been correctly entered. Login here using your usual username and password, click on 'update your details', change the details in the boxes as required including selecting the Arthur Lewis building from the list box. When you have made all your changes, click 'submit'.

Voicemail – staff who are unable to reset their voicemail or retrieve messages because they do not have the PIN, should email telecoms-services@manchester.ac.uk giving their phone number. They will then reset the phone, and send you a new pin. Details of how to change the PIN, record and retrieve messages etc. can be found in the Voicemail user Guide which can be found here.

If you work in an open plan area, please put your mobile phones to silent so that they do not disturb your colleagues.

There are phones on all the link bridges and outside the School Administration and Reception desks to enable visitors to contact you to gain access to your floor in event that there is no-one on Reception or if the visit is out of core hours.

All faults, and if international dialling access is required, or telephones need to be relocated due to office moves, please contact Carla.liburd@manchester.ac.uk).

Stationery and Supplies

Stationery can be obtained from the department receptionist or administrator.

University of Manchester **Business Cards** may be ordered through the department receptionist or administrator. Please Note: there is a standard University format/font on staff business cards which is compulsory.

Travel

The University employs the travel management system "Egencia" which all staff should use for booking rail travel, flights and accommodation. Information and guides on how to book can be found here

- All staff are able to self- book travel and accommodation but before doing so you should read the University's financial regulations on travel related issues and you must seek approval from your HoD or line manager prior to booking travel or accommodation and you must satisfy yourself that there is enough money in your account to cover your expenses.
- To access the Egencia Travel Management system you need to have a Traveler Profile which has to be set up by your local travel administrator. Please complete the new profile form and send to your School travel administrator.
- If you find the cost of your booking cheaper elsewhere, please contact Egencia who are normally able to price match.
- On occasions, hotel bookings term and conditions state that the guest must pay for the hotel rather than the University being invoiced. Please look carefully at the booking terms and conditions. If this is the case with your booking, please contact your department who can usually arrange a 'bill back' via Egencia so the UoM does receive an invoice rather than you having to pay.
- If you book flights, rail travel and accommodation outside Egencia and then claim back on an expenses form, you will be required to provide a written explanation as to why you did not use Egencia.

Travel Administrators in the School

0161-275-4799	val.lenferna@manchester.ac.uk
0161-275-4567	carla.liburd@manchester.ac.uk
0161-306-6949	Jacqueline.Ocallaghan@manchester.ac.uk
0161-275-7058	noemie.rouault@manchester.ac.uk

Work Allocation Model (WAM)

The WAM is used to assign teaching, supervision and some administrative tasks to all academic staff. The School WAM principles can be found at:
http://documents.manchester.ac.uk/display.aspx?DocID=24781

Each Department will produce its own WAM (for the following academic session) in March/ April of the preceding year, via local implementation procedures. Please consult your HoD.

Web Pages

The School has a web site which is managed by Dermot Nuttall. All content should be sent direct to the Web Content Editor (sian.cummins@manchester.ac.uk). All Departments have their own web pages which are managed within the Department.

Wireless

There are Wireless Access points throughout the building, for you mobile devices and/or visitors. For information about these points and how to access them, see WIRELESS.

For most users, Eduroam will be the norm which (once you have registered at Manchester) will provide with wireless access at all participating academic institutions.

STUDENTS & TEACHING

Academic Advisors

Members of academic staff are required to act as academic advisors to students on undergraduate degree programmes. You will find the School policy on academic advisors here:
http://staffnet. manchester.ac.uk/social-sciences/policies-guidance/academic-advisors/

Blackboard VLE

Blackboard @ University of Manchester (Kickstart)
The University employs Blackboard Learning system as its Virtual Learning Environment (VLE).

Access Blackboard

Contact details for the elearning team and support for academics in SoSS can be found here .

The School's E-Learning Academic Lead is Professor Dan Rigby (Economics DA).

Support for Blackboard and exemplars can be found here.

The University runs Blackboard Kickstart courses throughout the year and provides support on meeting the minimum requirements. Support is available from the School's Learning Technologist who is available in the School

Examinations/Assessment

The University's examinations policies and procedures are available at the Teaching and Learning Support Office website which also contains a link to the Manual of Academic Procedures:
www.tlso.manchester.ac.uk/

a) *Setting papers*: colleagues will be prompted annually by the Programme Administrator. It is essential to stick to the deadlines given for submission of draft papers and for any revisions following scrutiny by the Undergraduate Team and external examiners.

b) *Marking conventions and examiners' meetings*: detailed instructions about arrangements for exams, marking conventions and timetable to be followed are distributed annually at the appropriate time by the Examinations Officer/Administrator for your Department. It is important that these instructions are read carefully and scrupulously followed. Further instructions relating to the BA (Econ) are issued by the School Undergraduate Office.

c) *Absence*: colleagues *may not be absent without permission* in writing from their Head of Department during the examination period. Such permission will require a firm assurance that all examination matters are in hand and that other colleagues will not be inconvenienced by the absence. It is vital that colleagues can be reached easily and quickly during the exam period. It is also important to keep to the timetable for delivery of essay and exam marks.

d) *Marking*: is allocated by the Exams Officer for your programme/ module on the basis of a rough equality.

e) *Practice on disclosure of marks*: it is University policy to disclose examination marks to students, but this must not be done indiscriminately. Colleagues should never go beyond disclosing to the student concerned his or her mark on their own course. Students must not be told the marks of other students. Requests for disclosure of a student's full set of marks should be referred to the

School Undergraduate Office in the case of the BA (Econ), or the Programme Director in other cases. If January exam marks are disclosed, it must always be with the warning that these are *provisional* until confirmed by the June examiners' meetings. June marks (including those for extended essays and dissertations) should not be divulged until they have been confirmed by those meetings.

f) *Assessment of undergraduate dissertations and essays*: procedures for assessment of dissertations and course essays, and for dealing with late submissions, are issued annually.

Degree Ceremonies

Degree ceremonies are held in December and July. These are occasions which are very special for our students and their families. An important part of the ceremony is the procession and platform presence. It is the expectation that academic colleagues will attend at least one ceremony a year and each year's allocation of attendance will be made by your HoD. Academic dress can be hired via the Student Services Centre and arrangements are published prior to the ceremonies. Colleagues are encouraged to attend the receptions for graduands and their families which follow or precede the ceremonies relevant to our students.

Developing New Course Units/ Programmes

The Faculty of Humanities Teaching and Learning Office provide guidance and templates for new units. Please liaise with The School PSS managers in the first instance - Amanda Brereton for UG and Bernadette O'Connor for PGT. See link:
http://www.humanities.manchester.ac.uk/tandl/qa/

All course Units and New Programmes have to be approved by the HoD and then by the School Teaching and Learning Committee prior to going to the Faculty Teaching and Learning Committee for approval. The Faculty Teaching and Learning Office are happy to advise on completion of the paperwork and to discuss ideas at the development stage.

Funding For Developing Teaching/ Student Support

Funds are available from the Faculty to help develop innovative teaching and for projects to support the student experience.

Office Hours Policy

During teaching semesters in which a member of staff is involved in teaching on a course, it is normally expected for the member of staff to offer at least two office hours per week in which students can book in to see them. Preferably these should be on different days. Appointments are usually made via email.

Questionnaires (Teaching Assessment)

It is University policy that the teaching of course units be regularly assessed by means of student questionnaires - UEQs which are on-line.

Reading Week

It is School policy that if you wish to offer a reading week in the first semester, then it should be in the sixth week (in 2016, w/c 2 November. There is no obligation to offer a reading week, although the School has recommended it for general adoption on undergraduate courses. However, there *is* an obligation to put clear information in your course outline as to what policy you are following in this matter.

Semester Dates

Current year key dates.

Welcome Week

This is always a busy week. Colleagues must be on hand in Manchester to assist with welcome activities, unless they have expressly sought and obtained written permission from their HoD to be away from the university.

Work and Attendance Of Students

It is important to keep good records of the attendance of students in classes. The University is periodically subject to an audit by the UKVA who will wish to satisfy themselves of the robustness of our processes as they relate to overseas students. Failure to comply could compromise the University's license to recruit overseas students. Colleagues should also respond promptly to instructions circulated from within the School early in the academic year detailing arrangements for checking that students registered for courses are actually taking those courses. Students can otherwise get 'lost'. The same applies to requests for information from other degree programmes and for end-of-module reports on the attendance and performance of students, which can be important for assessment purposes and for the writing of references.

RESEARCH

Research Expectations

At annual PREP meetings, PDRs and mentoring meetings, you will receive clear guidance on "Research Expectations". These cover expectations concerning publications and research grant income, that reflect department norms but which also support the University's Strategic Research goal and expectations, as articulated at:
http://documents.manchester.ac.uk/display.aspx?DocID=26131

In the School, department norms are articulated in the Department specific PREP documents, which can be found at:
http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/policies-and-procedures/
under PDR.

Publications and Open Access Requirements

HEFCE's new policy requires that all peer-reviewed journal articles and conference papers *accepted from the 1st April 2016* must be Open Access to be eligible for submission to the next REF exercise. It is a Green Open Access policy and authors are **not** required to pay Open Access fees to publishers to comply with the policy. To be eligible for submission to the REF, all peer-reviewed research papers must be:

- deposited in an approved repository within three months of acceptance
- subsequently made Open Access

To ensure that your work will be eligible for REF submission you must deposit the *Author Accepted Manuscript* of your paper to the institutional repository PURE *within three months of acceptance* for publication.

The Author Accepted Manuscript (AAM) is the version that has been agreed with your editor/s at the point of acceptance. It is not the same as the copy-edited, typeset or published paper, which are often referred to as 'proofs' or 'versions of record'.

For information on how to deposit your AAM, and other areas of Open Access Policy, please refer to:
www.manchester.ac.uk/openaccess/gateway

Research Profile

All research profiles are held in the institutional repository PURE. Academics are advised to check that their recent research outputs are in Pure so that their externally facing research profiles are up to date.

- Log in to Pure
- Help pages
- Useful Guides on Getting started with Pure and Depositing research outputs are available on the Pure Support website.

Should you have any questions or require assistance with updating your profile, please contact the Pure Support Team who are able to assist.

Research Leave

The School encourages colleagues to seek time for uninterrupted research. In doing so, however, it is conscious of the need to balance this opportunity against the importance of maintaining adequate teaching, supervisory and administrative capacity. Accordingly, there are certain normal expectations of colleagues on research leave and, in addition, some limited teaching or other support may, unusually, be made a condition of leave in some cases. Hence:

- Departments expect colleagues who are on research leave (of whatever sort) to continue to supervise research students, and to be willing to accept new research students. The supervisory system should enable Departments and the student to cope with most of the problems arising when the supervisor is absent from Manchester. (See Supervision of Graduate Students below.)
- We also expect colleagues on research leave to participate in discussions, planning or representation of Departments where major teaching, research and administrative developments are concerned, such as substantial reorganisation of some area of activity, or key issues in the medium- to long-term future of the Department.
- We do not normally expect colleagues on research leave to be engaged in day-to-day administration.

All applications for sabbatical leave must follow the procedures detailed below. The Research Support Manager will issue a call for applications early in the academic session.

1. *Sabbatical/Academic research leave scheme.* The School's scheme is for one semester of leave after six semesters in service. The School also counts for this purpose any period of continuous service as a temporary lecturer immediately prior to appointment to a permanent post. In order to encourage applications for outside research funding, periods of "bought-out" (unpaid) leave count as 'normal' time for sabbatical entitlement.

Sabbatical research leave is not an automatic or absolute entitlement. It must be applied for in writing to the Head of Department. The HoD will take into account the impact of the proposed leave on teaching and administration; the recent research performance of the colleague concerned; and the probability of the period of leave being used fruitfully. A report will be required at the end of the period of leave, reviewing achievements against the plan set out in the application. In the event of any problems, the matter is then referred to the Head of School. Details of the SoSS academic leave policy and procedures can be found here:

http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/policies-and-procedures/research-policies/

2. *Research Buy-out.* In this scheme, a period of research leave is funded from external sources rather than by the university. There is a set of rules governing such buy-outs, which are designed both to encourage applications and to limit how many consecutive years of such leave any colleague may secure. See also research grants and research buy-out below.

Applications for authority to seek external funding for unpaid leave can be considered at any time by the HoD, acting on behalf of the School and/or Department. Applicants must provide a written statement making a case for the buy-out, including showing that they have discussed with colleagues the implications of their leave and are able to propose solutions to any problems identified. Notice of applications for unpaid leave must be given in good time before the relevant funding body's deadline. An application may be refused when it is presented too late for proper examination, when it is not clear that the implications have been thought through or, above all, when the granting of such leave would place unreasonable burdens on other colleagues.

Research Support Allowance (RSA)

There is a School allowance for each academic colleague on a research and teaching contract for travel and research, currently set at £2,000 per annum. For those on a teaching only contract, the allowance is £1,000 per annum. Please ask your Department for details on accessing this allowance or contact the School Finance Team. Guidance and principles relating to the RSA can be found here: http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/policies-and-procedures/research-policies/

Any travel and accommodation requirements associated with individual research support must be booked through EGENCIA:

Research Grants & Research Buy-Out

Administrative support for the application and management of research grants is provided by the Research Hub for the Schools of Social Sciences, Law and Environment, Education and Development. The Research Hub is based on the 2nd Floor of the Arthur Lewis Building, the School's Research Support Manager is Gillian Whitworth and she has a team of Research Support Officers supporting her.

Please see the School of Social Sciences Research Support Services Handbook,

Anyone contemplating an application for external research funding should contact the Research Hub at the earliest possible stage. **All applications must pass through a set of formal University procedures.** The Research Hub will provide guidance, including assistance with costing research proposals as per full economic costing. This includes costing and regulations for research contracts and consultancy contracts. The procedures involve: checking with the Research Hub the accuracy of proposed salary and non-salary costs; approval of the application by the Head of Department or the Head of School; completion of the Internal Approval Form which sets out the resources required by the proposed research project and attributes percentage credit across applicants; approval of the RPA form by the Head of Department and/or School; completion of a form concerning any ethical considerations of the research (including a Risk Assessment); and final sign-off prior to submission to the funders by the School Research Office. Colleagues should allow several days to complete these procedures, especially if the application form requires a statement of support by the Head of School. The Research Office will not guarantee to submit a proposal if they do not receive the full proposal at least 48 hours prior to the submission deadline.

All research proposals must, at a minimum, be peer-reviewed within the Department. For more strategically important funding opportunities, there will be a School Peer Review process.
In addition, staff need to be aware of the School "Research Buy-Out" policy and how this might apply. Details on both can be found at:
www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/

The management of grants is delegated by the Head of School to the grant-holder, who is responsible for ensuring that expenditure remains within budget. This is overseen by the Research Accountant.

Research Fellows

The School has a history of welcoming research fellows. They fall into three categories: fellows who are paid by the University e.g. Hallsworth or Simon Fellows or externally funded (e.g. ESRC) Postdoctoral Fellows; unpaid visiting fellows from other institutions, typically from abroad; and Honorary Research Fellows who may be former members of staff or have had some working

relationship with the School. Details regarding Hallsworth, Simon or ESRC as well as Leverhulme and British Academy Fellowships can be obtained from the Research Hub, 2nd floor, Arthur Lewis.

Visitors

Academic visitors are welcome in the School, subject to availability of space and satisfactory arrangements for covering costs. Appointment forms for honorary appointments and visitors are available on the School intranet.

http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/top-forms/

Guidelines for Out of Normal Working Hours Building Access

To ensure your safety in the Arthur Lewis Building and Humanities Bridgeford Street Building during all periods of "out of hours" access, we ask you to observe the following if you are working in the building before 8am or after 6pm on weekdays, or during weekends and public holidays/University closure periods. It is in your own personal interest to follow these guidelines.

- Ensure the building entrance is locked, i.e. door closes, after you have gained access.

- Ensure that no one follows you into the building without presenting their University ID card to you. If this happens politely request that they present their ID and if this is not done then please inform security at the earliest opportunity by telephoning 0161 306 9966

- If you do follow someone into the building, as a courtesy and to avoid security being contacted please present your ID card without this being requested

- Inform someone else of your location and expected time of return (this is in case you are injured e.g. slip on the stairs)

- If possible keep a mobile phone with you at all times.

POSTGRADUATE RESEARCH SUPERVISION

Colleagues who are on teaching and research contracts, or research only contracts are expected to undertake postgraduate research supervision within the School. You may be allocated students who are already registered in the school and you will also be invited to express an interest in supervising new PhD students who apply to the School for admission.

Admission and Recruitment

Details of the research interests of prospective students are circulated via email by your PGR Admissions Tutor. Pease see our PGR Admissions – Good Practice Guidelines for more information as well as guidance on dealing with an enquiry from a potential student.

How Do I Become a Supervisor?

All our research student are allocated a main supervisor and co supervisor.   We generally try to ensure that both supervisors have some expertise in the subject matter of the thesis but this is not always possible or necessary. The allocation of work between a main and a second supervisor is recorded in Campus Solutions and may be 50:50; 60:40; 80: 20 etc.   Guidance on the role of supervisors is available here. Colleagues are generally expected to have no more than three full-time PhD students for every two members of staff.

Eprog

Eprog is the University wide system designed to record the progression of our students. It helps to structure and breakdown the postgraduate research programme and track progress, both for supervisors and Postgraduate Research Students. It is vital you and your student(s) engage with the system to ensure that milestones are completed on a timely basis. More information is available here

How do I know who I'm supervising?

You can see all your students in eProg. Any errors/queries talk to your PGR Administrator.

How do I find Useful Resources on the PhD Supervision?

The University, as part of its training and development programme, makes available a number of training sessions on PGR supervision for staff and students. Details can be found here. The Humanities Supervisor Forum offers a series of informal lunchtime discussion sessions in which supervisors can discuss particular issues and share experiences over a sandwich and a cup of coffee. Information about forthcoming Forum sessions is circulated via the School Postgraduate Support office. Some training is provided in the New Academics Programme (for new academics only) and via Research staff training.

How can I find out more about the PGR Student Induction Timetable?

We have a dedicated induction page for our PG students which includes their timetable for induction week. Have a look here?

Your first meeting with PGR students

We have two intakes for PGR students: January and September. Students normally start in September. During your first meeting with your PGR student, which should take place within two weeks of their arrival, or the start of their progression to the next year, you are asked to conduct an 'expectations' meeting, an audit of your student's training needs and confirm any course units they need to take.

The Expectations form is compulsory and it is set out in as helpful a way as possible to prompt discussion and so that you can make comments on such matters as frequency of meetings and feedback on written material; and to clarify to the student his or her responsibilities. The Expectations form is made available to all members of the student's supervisory team and to the student's advisor.

In year 1 the student will also return a separate course unit form signed by you to the PG Support office

How Often Should I Meet my PGR Students?

You are expected to have face-to-face contact with your student(s) at least one a month with other forms of contact taking place every fortnight.

Eprog allows students to record the outcome of meetings with you via the personal document store and they should upload any work submitted by them and your written feedback there

Colleagues are expected to supervise their students during sabbatical leave, though not, of course during sick leave or maternity leave when other arrangements should be made via your PGR Director.

Setting Milestones and Targets for My Students

Student progress is formally reviewed twice a year (University and Faculty policy). Please follow your Department guidance on progression reviews. The review will determine whether students have achieved targets set by supervisors and quantitative milestones set by Faculty to proceed to the following year.

The University lays down a number of milestones that students should achieve by the end of each academic year. More details here.

Any student who does not meet the targets or otherwise causes concern in the annual review will have the opportunity to resubmit to improve the quality and/or quantity of work. This must be done before the beginning of the next year. If the targets are not achieved, the student may be advised to submit for an MPhil, or to de-register from the programme (Policy).

Students experiencing problems (including PGR Special permission applications and referral to DASS, Occupational Health and Counselling Services)

When a student discloses a disability, physical or mental health issues which have affected/will likely affect the student for a prolonged period, qualifying them under the legal definition of disability, a University staff member should immediately **'discuss a referral'** with the student. Examples of how disability is defined can be found here. The student may agree to be referred or refuse the referral. If refused, a record of that refusal should be made on the student file. Please see for information.
If you have a student who should be referred you can contact our PG Disability Coordinator Jill Chandler (Jill.Chandler@manchester.ac.uk) in the PG office who will co-ordinate the referral.

Students in receipt of ESRC/AHRC Funding

When a Research Council funded student takes approved time out of their programme due to illness and they continue to receive their stipend payment this means that they do not formally interrupt their programme and their deadline to submit their thesis does not change.

Monitoring the Attendance and Engagement of Our Students

On a monthly basis main supervisors are required to complete "attendance and engagement" milestones in eProg for each student. You can complete all your upcoming forms altogether in one place in eprog - 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.

This is especially important as we use those milestones to carry out our obligations as a sponsor of students here on a tier 4 visa.

PhD/MPhil Holiday Leave Allowance and Authorisation

Students may, with your agreement, take up to eight weeks' holiday in each year (pro rata for parts of year), inclusive of weekends and public holidays. Students receiving sponsorship are expected to bear in mind their obligations to the sponsor and consult the policy of their sponsor when planning leave.

Please let your PGR administrator know when you authorise a student to take annual leave.

Residency Requirements

The University requires students to reside within a commutable distance from Manchester during their time as a registered student, unless they are on approved fieldwork/a formal placement or are on a period of 'submission pending'. This is to ensure that they are able to meet attendance expectations and participate in wider research activities within your department and/or school.

Should they be unable to do this at any point, a formal case must be made to the Faculty office, together with the full support of the supervisor(s). The University reserves the right to reject such a request where it is considered that your residency could have a detrimental impact on the progression and engagement of your studies.

Deadline to submit thesis

If a student does not submit their thesis within four years which includes their period of submission pending/writing up (seven years for part-time students) and a formal extension has not been approved. The University will refuse to accept the thesis. A student can apply for an extension if they have proven mitigating circumstances that prevent the student from working on their PhD.

Note: Full and part-time student are eligible to apply for **one** year of submission pending/writing up only.

Submitting the Thesis

Students are encouraged to submit their thesis at the end of year 3 (year 6 for part-time students). If they are not ready to do this (and they have conducted all primary research) they can apply for one year of submission pending (writing up) solely for the purpose of writing up the thesis.

The paperwork associated with the PGR Exam process is on eProg (Guidance document).A student intending to submit their thesis for examination will complete the " Notice of Submission form**"** located in the 'Examination Summary' tab in their eProg record. Submission of the Notice of Submission form will trigger a sequence of eProg examination tasks to be performed by the Main Supervisor, PGR Director, Internal Examiner and PGR Administrator which will display in the individual's My Examination Tasks.

Nomination of examiners – the main supervisor nominates the examiners in consultation with the student. Further information can be found here.

Additional Resources

- School PGR Handbook for students

- Code of Practice for Research degrees

Who's Who?

- PGR Academic Management

FAQs

How do I find out about my general employment terms and conditions?

Details of employment terms and conditions such as sick pay entitlements, leave arrangements, maternity leave etc. can be found here

Advice can also be sought from the Head of School Administration, or the Human Resources Office on 54499.

How can I access my payslip?

Payslips are stored electronically Log into MyView

What do I do if I am sick or unable to attend work for another reason?
Arrangements should be made to contact an appropriate person to inform them of your absence and when you expect to be able to return**.**

Academic Staff – should contact their Head of Diepartment. If you are due to be teaching then also contact the relevant PSS office – UG/ PG . If you have other appointments contact your department administrator or receptionist. Please make sure that do you speak to someone rather than just leave a voicemail message so that students or visitors can be alerted to your absence.
Support Staff – should contact their line manager, or Head of School Administration.

For absences between 1-7 days you should complete a self-certification form available from the Staff Resources Office. For absences over 7 days you will need to obtain a statement of fitness to work certificate from a medical practitioner which should be sent to your line manager.

I would like to go to a conference, how do I arrange this?
If the conference is within the semester then you need to seek permission from your HoD in the first instance. Providing you have funds available in your RSA the conference can be booked via the Resources Office using the School credit card or claimed back via an expenses form. Please remember to ensure that you have completed the risk assessment declaration
https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=ll3I6o5M

How do I book travel?

Staff are asked to organise any travel (flights/trains) or accommodation using the Egencia Travel Management system (it is just like using Expedia).

http://www.staffnet.manchester.ac.uk/services/procurement/forstaff/travel/

- To access the Egencia Travel Management system you need to have a Traveler Profile which has to be set up by your local travel administrator. Please complete the new profile form and send to your School travel administrator.
- Information and guides on how to book can be found here

For any journey:
Please remember to ensure that you have completed the risk assessment declaration
https://survey.ls.manchester.ac.uk/Login.aspx?SurveyID=88L0nm25

How do I order stationery, books or other equipment?

Stationery, books and other equipment are ordered via your department administrator/ receptionist.

How do I order a computer, laptop or AV equipment?

Desktop PC's are replaced every 4 – 5 years, Laptops usually every three years. Please contact it-servicedesk@manchester.ac.uk.

How do I report an issue with my computer?

For any problems or other IT related issues, you can contact the IT Service Desk. They can be found at www.itservices.manchester.ac.uk. They can also be contacted on 65544 or you can submit your problem via email it-servicedesk@manchester.ac.uk.

How can I get extra space on my P: drive:

Online forms for both P: and email quota increase can be found by going to
www.itservices.manchester.ac.uk/help/
click on Knowledge Base and use the search facility

How can I set up voicemail and use other functions on my phone?

Please visit the website at www.itservices.manchester.ac.uk/our-services/communication/telecoms//
For instructions on how to use the functions of your telephone.

Email lists

You will find that you are automatically a member of some email lists such as the University of Manchester all staff emails via which you will receive the weekly eUpdate and other important communications. If you are a new member of staff please let your Department administrator know your email account is active so you can be added to your department distribution list.

Everyone in this school is automatically a member of the SoSS all staff list and humanities all staff list.

You can check what lists you are on at http://listserv.manchester.ac.uk/

How do I book a meeting/teaching room?

To book a meeting room outside of the School of SoSS, requests can be made via:
http://www.estates.manchester.ac.uk/services/centralteachingspaces/ourservices/roombooking/

There are a number of meeting rooms available to book within the School. Please email
sossresources@manchester.ac.uk.

If there is a need to book an extra room for teaching please do not use the web link above. Doing so would result in the booking not appearing on student or staff timetables. Please liaise with Programme Administrators in this instance.

Where can I find a photocopier?

The photocopiers are located in the Office Service Areas next to the pigeonholes on second, third and fourth floors. Instructions will be posted on the notice boards in each area. You need your staff card to use the photocopiers.

How can I obtain a permit for the car park?

Contact the Car Park Permit Office on 0161 275 2231 or carparking@manchester.ac.uk

How can I find a porter or cleaner?

The porters lodge can be found behind the ground floor reception desk in the Arthur Lewis Building and in Humanities Bridgeford Street

How do I report a maintenance issue?

You can report any maintenance issues to the School Resources Office
Carla.liburd@manchester.ac.uk ,or if out of hours the University Estates Helpdesk. They can be contact on 0161 275 2424 (internal 52424) or estates@manchester.ac.uk

How do I claim for expenses?

Follow the steps below:
- Submit your expenses now - via the My Manchester log in
- You must use valid and correct activity codes along with task code in case of projects
- Print off and attaches original receipts
- Submit form plus receipts to your Department Administrator
- Multiple mileage claims – To add another…Click on "save and copy this item". OVERTYPE journey 1 with details from Journey 2.

 When you save and finish you will have 2 journey listed.

Payroll will make payment on a correctly completed form within 2 weeks from arrival into the office. If a claim is not correctly completed it will be returned directly to the claimant.

A training/help file on using the online expenses form is available How to submit your expenses online

How do I employ staff?

If you need to employ staff in whatever capacity casual or a new permanent post, please consult the School Resources Office or Head of School Administration.

What do I do if I suspect a student has plagiarised?

If you suspect a UG student has plagiarised, please contact Paul Smith in the first instance
Paul.V.Smith@manchester.ac.uk

IF PGT contact bernadette.oconnor@manchester.ac.uk

See http://www.tlso.manchester.ac.uk/appeals-complaints/conductandAreaofstudents/ For academic malpractice guidance.
What is peer review? Peer review is a process whereby another colleague observes your teaching practice and provides feedback. All staff should have a review every three years and probationary staff should have a review every year. The School Peer Review Policy can be found here. Needs new link
What is eProg? The University has adopted an electronic progression monitoring system and skills training catalogue called eProg. This system is for postgraduate researchers and their supervisors to enable them to monitor progress throughout the programme.. For more information on this, please visit the eProg pages.

SoSS web site at http://www.socialsciences.manchester.ac.uk/

Intranet accessed by your own user name and password
http://staffnet.manchester.ac.uk/social-sciences/

APPENDIX 1: SCHOOL PROFESSIONAL SUPPORT SERVICES (PSS)

Professional Support Services (PSS)

The School's PSS is in the main organised around the functional areas – Recruitment and Admissions and Teaching and Student Support. Both these areas are split between undergraduate and postgraduate, postgraduate covers PGT and PGR. The UG and PG Managers work with the respective Directors in their areas. Their teams have dedicated members to support departments/ degree programmes. Student Support Services is a dedicated team, who are responsible for student welfare issues, disability support, student experience including employability, plagiarism and appeals and complaints. They also support academic advisors with assisting students and providing academic advisor packs at the beginning of the academic year.

The School Resources Office works closely with the HoS, HoSA and HoDs and supports activities such as HR (appointments, contract renewals, new arrivals, Honorary & Visiting appointments, staff records) and Staff Services, Peer Review of teaching, Health and Safety and Estate business (including major Projects and room allocation/preparation) conference and Department support. The team includes the PA for HoS and HoSA, PSS support for conferences, Department and reception support, Management Information Officer who supports SLT and HoDs in terms of building management information systems as well as manipulating data and the Granada Centre Coordinator provides professional support for the Granada Centre.

Part-time department support is provided, they provide diary management for the HoDs, organisation of department meetings and servicing the meetings, organisation of department events, assist with promotion of the departments, compile newsletters and calendars of events and coordinate the annual P&DR meetings. They also deal with financial matters for the departments purchasing goods and services and processing fee & expense claims.

The receptionists cover the third and fourth floor reception desks providing the first point of contact for students, visitors and members of the public. They deal with the day to day routine enquiries by telephone, email and in person. They carry out some general office duties, photocopying and filing as well as maintaining stationery and printer supplies and order refreshments and AV equipment for meetings. These are semester only posts.

The Institutes/ Centres - Sustainable Consumption Institute (SCI), Cathie Marsh Institute (CMI) and the Manchester Institute for Collaborative Research on Ageing (MICRA) and the Morgan Centre for Research into Everyday Lives have their own PSS Manager who report to the Head of School Administration as well as the respective Institute/ Centre Director.

School Resources Office

Head of School Administration - Alison Wilson
(G.034, Ext: 54749, alison.wilson@manchester.ac.uk)
HoSA is ultimately responsible for administrative services and the management of support staff within the School. This involves providing overall leadership for, and management of, all administrative and specialist support services within the School. She works closely with HoS in developing and implementing School plans and allocating resources and is the main point of contact with the Faculty of Humanities and the Central University Administration.

PA to Head of School and Head of School Administration – Domenica Scinaldi
(4.044b, Ext: 51757 domenica.scinaldi@manchester.ac.uk)
Provides PA and administrative support for HoS, and HoSA.

School Resources Manager – Carla Liburd
(4.044b 32, Ext: 54567 Carla.liburd@manchester.ac.uk)
Supports HoSA with staffing and responsible for estates, resources, health and safety and other associated matters.

Management Information Officer – Danny Allen
(4.044b, Ext 54870 daniel.allen@manchester.ac.uk)
Responsible for Management Information analysis within the School of Social Sciences, involving the collection, collation, maintenance and reporting of School-wide data on students, staff and all SoSS activities.

Team Leader and Conference Support Administrator - Noémie Rouault
(4.031 4th floor, Ext: 57058, noemie.rouault@manchester.ac.uk)
Manages the School Support Office in providing comprehensive administrative support to Heads of Department and academic staff in the School of Social Sciences and to take lead responsibility for organising Conferences and other events across the School.

PA to Heads of Economics & Sociology / Admin support to members of academic staff - Jackie O'Callaghan
(**3rd floor, Ext 66949, jacqueline.o'callaghan@manchester.ac.uk**)
PA to heads of Economics and Sociology and provides administration support to all members of academic staff within the Economics and Sociology department.

Receptionist - Martine Youngman
(3rd floor Reception, Ext: 54809, Martine.Youngman@manchester.ac.uk)
First point of contact for all visitors to third floor, provides administrative assistance to staff in Economics and Sociology.

PA to Department Heads in Politics, Philosophy and Social Anthropology/ Admin support to members of academic staff - Val Lenferna
(4th floor , Ext:54883, val.lenferna@manchester.ac.uk)
PA to Department Heads in Politics, Philosophy and Social Anthropology. Provides administrative assistance to academics in the Departments.

Receptionist – Hannah Mooney
4th floor Reception, Ext:54883, hannah.mooney @manchester.ac.uk)
First point of contact for all visitors to fourth floor, provides administrative assistance to staff in Politics, Philosophy and Social Anthropology.

Web Management - Dermot Nuttall
(Ext: 54845, dermot.nuttall@manchester.ac.uk)
Responsible for the upkeep and management of the School website.

Web Content Manager – Sian Cummins
(Ext: 53252, sian.cummins@manchester.ac.uk)
Responsible for the content management of the School website.

Receptionist SoSS/ SEED - Amy Grandidge
(Ground floor ALB reception, Ext: 66900, amy.grandidge@manchester.ac.uk)

Finance Office

Head of Finance (SoSS) – Wayne Ferris
(4.059, Ext: 54498, Wayne.Ferris@manchester.ac.uk)
Responsible for managing the School budgets and advising Head of School, Head of School Administration and Heads of Department on all financial matters and provides strategic and financial advice to the School's Senior Management Team on all aspects of its activities.

Senior Finance Officer - Lee Crane
(4.059, Ext: 66876, lee.crane@manchester.ac.uk)

Finance Officer (Financial Analysis and Reporting – Stuart Baker
(4.059, Ext: 69922, stuart.baker@manchester.ac.uk)

Senior Research Finance Officer - Paul Henshall
(2nd floor Quad C Admin Suite, Ext: 51300, paul.a.henshall@manchester.ac.uk)
Administers the various research grants and contract accounts held in the School, including the recovery and monitoring of expenditure incurred on them. Provides management information for grant holders and advice on University/Sponsor' financial regulations as they apply to research grants and contracts.

Research Support Services

The Research Team who work closely with staff to provide administrative assistance for any research related activities (appointments, conference and seminar organisation, publicity), maintain the publications database and coordinate the REF information. The team are also responsible for all administration relating to research awards, including costing of projects under FEC and pre-award advice and support.

Research Support Manager - **Gillian Whitworth**
(2nd floor ALB, Ext: 5736, gillian.whitworth@manchester.ac.uk)

Knowledge Exchange and Impact Officer - **Carly Chadwick**
(2nd floor ALB, Ext: 54685, carly.chadwick@manchester.ac.uk)

Grant Writer and Research Development - Simon Challis
(2nd floor ALB, Ext: 62653, simon.challis@manchester.ac.uk)

Research Support Officer (Economics and Politics Lead) - Hannah Clark
(2nd floor ALB, Ext: 54691, 62653, hannah.clark@manchester.ac.uk)

Research Support Officer (Social Statistics, CMI and Social Anthropology Lead) - Susie Chesher
(2nd floor ALB, Ext: 54913, susie.chesher@manchester.ac.uk)

Research Support Officer (Post award Lead) - Damaris Richards
(2nd floor ALB, Ext: 61365, damaris.richards@manchester.ac.uk
Damaris is currently on maternity leave and is being replaced by jill.sambrook@manchester.ac.uk

Undergraduate Office

Undergraduate Manager - Amanda Brereton
(G.001b, Ext: 54745, amanda.brereton@manchester.ac.uk)
Manages the School Undergraduate Team and is responsible for ensuring administrative support is provided in respect of all matters relating to undergraduate education. Works closely with the Director of Teaching & Learning on matters relating to policy, strategic development, planning and enhancement activities associated with undergraduate provision.

Deputy Manager – vacancy
PPE Programme Administrator, Plagiarism Administrator and Staff development.

Timetabling Coordinator - vacancy

BA (Social Sciences) Programme Administrator – Rabia Nawaz
(G.001, Ext: 53204 rabia.nawaz@manchester.ac.uk)

BA (Econ) Programme Administrator - Shau Chan
(G.001, Ext: 52500, shau.chan@manchester.ac.uk)

BA (Econ) Assistant - Bernadette Julien
(G.001, Ext: 54822, Bernadette.julien@manchester.ac.uk)

BA (Social Sciences) Programme Assistant – Sue Rowe
(G.001, Ext: 52461 sue.rowe@manchester.ac.uk)

Politics Programme Administrator - Julie Tierney
(G,001, Ext: 66906, julie.tierney@manchester.ac.uk)

Politics Assistant – Jay Burke
(G.001, Ext:52499, jay.burke@manchester.ac.uk)

Economics Programme Administrator and Disability Co-ordinator for undergraduate students - Alex Collins
(G.001, Ext: 54868, alexandra.collins@manchester.ac.uk)

Social Statistics Programme Administrator – Melanie Dunn
(G.001, Ext: 53204 melanie.dunn@manchester.ac.uk)

Economics and Social Statistics Assistant and Erasmus coordinator - vacancy
(G.001, Ext:)

Philosophy Programme Administrator – Chris Ashworth
(G.001, Ext: 57129, christopher.ashworth@manchester.ac.uk)

Sociology Programme Administrator - Chantel Riley
(G.001, Ext: 53953, chantel.riley@manchester.ac.uk)

Social Anthropology Programme Administrator – Sam Cockerill
(G.001, Ext 64321: , Samantha.cockerill@manchester.ac.uk)

Philosophy, Sociology and Social Anthropology Assistant – Emily Haughton
(G.001, Ext emily.haugton@manchester.ac.uk)

Student Support Services

Student Support Manager - Paul Smith
(G.034, Ext: 54546, paul.v.smith@manchester.ac.uk)
Responsible for student support (both undergraduate and postgraduate) in all matters relating to study, PDP, peer mentoring, student initiatives and representation, induction, retention, student appeals and complaints and student exchanges.

Student Welfare Officer - Philippa Wilson
(G.032, Ext: 54878, philippa.wilson@manchester.ac.uk)

Student Welfare Office - Joseph Barrett
(G.032, Ext: joseph.barrett@manchester.ac.uk)

Undergraduate Admissions

Undergraduate Admissions Manager (Deputy HoSA) - Amanda Grimshaw
(G.002, Ext: 54748, amanda.grimshaw@manchester.ac.uk)
Manages the Admissions Team who are responsible for the admission of all undergraduate students to the BA(Econ) and other undergraduate degree programmes run by the School. The team deal with all administrative matters relating to Home and Overseas undergraduate admissions and recruitment.

Admissions Tutor/Widening Participation Manager - Tom McCunnie
(G.001a, Ext: 51752, tom.mccunnie@manchester.ac.uk)
Formulates and implements the School's widening participation strategy, providing a cohesive link between widening participation and admissions. Specialising in dealing with 'non-standard' applications to the School for all undergraduate degree programmes, supplying academic expertise/support for the School Admissions Office.

Senior Admissions Administrator - Kirsty Egerton
(G.002, Ext: 52291, kirsty.egerton@manchester.ac.uk)
Responsible for the administration of admissions for all degree programmes admitted to the School.

Admissions Administrator - Anna Bakhda
(G.002, Ext: 51473, anna.bakhda@manchester.ac.uk)
Responsible for the administration of admissions for all degree programmes admitted to the School except for the B.A.(Econ).

Management Information Assistant - Sam Hook
(G.002, Ext: 54470, sam.hook@manchester.ac.uk)
Responsible for the Admissions website and for compiling admissions statistics.

Postgraduate Office

School Postgraduate Manager - Bernadette O'Connor
(2.003a, Ext: 54627, Bernadette.o'connor@manchester.ac.uk)
Manages the School Postgraduate Team and is responsible for ensuring comprehensive administrative support is provided in respect of all matters relating to postgraduate education. Works closely with the Director Teaching & Learning and Director of Postgraduate Research on matters relating to policy, strategic development, planning and enhancement activities associated with postgraduate provision of postgraduate taught (PGT) and postgraduate research (PGR), respectively.

PGT Administrator - Amanda Bridgeman
(2.003, Ext: 51299, amanda.bridgeman@manchester.ac.uk)
Responsible for administration concerning postgraduate taught students on Economics, Politics, Social Statistics & Political Economy programmes

PGT Administrator - Jill Chandler
(2.003, Ext: Ext: 52501, jill.chandler@manchester.ac.uk)
Responsible for administration of postgraduate taught programmes in Economics, Politics, Social Statistics & Political Economy programmes. PG Disability Support.

PGR Administrator - Ann Cronley
(2.003, Ext: 54747, ann.cronley@manchester.ac.uk)
Responsible for administration concerning postgraduate research students on all programmes with particular responsibility for PGR programmes in Politics, Sociology and Philosophy and PG Funding.

Postgraduate Administrator - Kimberley Hulme
(2.003, Ext: 53999, kimberley.hulme@manchester.ac.uk)
Responsible for general enquiries, student finance and external examiners fees and expenses.

PGT Administrator - Vickie Roche
(2.003, Ext: 54823, vickie.roche@manchester.ac.uk)
Responsible for administration concerning postgraduate taught students on Social and Visual Anthropology and Sociology programmes.

PGR Administrator - Marie Waite
(2.003, Ext: 54869, marie.waite@manchester.ac.uk)
Responsible for administration concerning postgraduate research students on all programmes with particular responsibility for PGR programmes in Economics, CCSR and Social Anthropology.

Receptionist - Vacant
(2.003, Ext: 57978,
PGT/PGR receptionist and administrator

Postgraduate Admissions Office

Postgraduate Admissions Manager - Vicky Barnes
(4.051, Ext: 54743, Vicky.barnes@manchester.ac.uk)
Manages the Postgraduate Admissions Team who are responsible for the admission of all postgraduate students to taught Masters/Postgraduate Diploma courses and research degree programmes (MPhil and PhD) for the School. The team deal with all administrative matters relating to home and overseas postgraduate admissions and recruitment activities.

PGT Admissions Administrator - Janet Smith

(4.051, Ext: 54771, janet.a.smith@manchester.ac.uk)
Responsible for administration concerning admissions and recruitment for all taught programmes in Economics, Social and Visual Anthropology, CCSR and Social Change.

PGT/ PGR Administrator - Zoe Woodend
(4.051, Ext: 51296, zoe.woodend@manchester.ac.uk)
Responsible for administration concerning admissions and recruitment for all taught programmes in Politics, Philosophy and Sociology.

School Research Centres and Support

The Cathie Marsh Institute (CMI)
(Ground floor, Humanities Bridgeford Street)

CMI Institute Manager - Philippa Walker
(Main Office, Ext: 54721, p.walker@manchester.ac.uk)

Q-Step and Social Statistics DA Administrator - Nasira Asghar
(Main Office, Ext: 54736, nasira.asghar@manchester.ac.uk)

Short Courses Administrator – Ant Bacon
(Main Office, Ext: 51980, anthony.bacon@manchester.ac.uk)

Methods@Manchester Administrator - Mark Kelly
(Main Office, Ext: 50796, mark.kelly@manchester.ac.uk)

CoDE Project Administrator – Jill Sambrook
(G11, Ext: 50409, jill.sambrook@manchester.ac.uk)

NCRM Project Administrator: Claire Spencer
(G11, Ext: 54579, Claire.spencer@manchester.ac.uk)

BADEN Network Facilitator - Rebecca Moore
(Main Office, Ext 51980, rebecca.moore@manchester.ac.uk)

BES Project Administrator – Sue Bailey
(2.11 HBS, Ext 54269, sue.bailey@manchester.ac.uk)

UK Data Service Project Administrator – Gill Meadows
(2.11 HBS, Ext 50270, Gillian.Meadows@manchester.ac.uk)

Manchester Institute for Collaborative Research on Ageing (MICRA)
(2nd floor Humanities Bridgeford Street)

MICRA Institute Manager – Mike Leverentz
(2.11 HBS, Ext: 51298, Michael.Leverentz@manchester.ac.uk)

MICRA Administrator – Suzanne Booth
(2.11 HBS, Ext: 54917, suzanne.booth@manchester.ac.uk)

Sustainable Consumption Institute (SCI)
(Waterloo Place)

Institute Manager - Susan Hogan
(Waterloo Place, Ext: 54030, susan.hogan@manchester.ac.uk)

Institute Secretary - Katrina Farrugia
(Waterloo Place, Ext: 50189, katrina.farrugia@manchester.ac.uk)

Morgan Centre(for the Study of Life and Personal Relationships)

Communications and Development Manager- Hazel Burke
(Third floor, Quad D, Ext: 50265, hazel.burke@manchester.ac.uk

APPENDIX 2: LOCATION GUIDE

Address
The building address is – Arthur Lewis Building/ Humanities Bridgeford Street Building/ Waterloo Place, University of Manchester, Oxford Road, Manchester, M13 9PL

Locations
ALB: The building is shared by SOSS and SEED and the locations are as follows:

Ground Floor
- SOSS Undergraduate Admissions Office
- SOSS Undergraduate Support Office
- Student Welfare Offices
- Shared teaching rooms
- Granada Centre for Visual Anthropology library, edit suite, viewing room and technician
- Shared PGT study suites and Resources Centre
- SEED laboratories
- Staff showers
- Arthur's Brew Café

First Floor
- SEED – Geography, IDPM and Planning and Landscape academic staff

Second Floor
- Faculty of Humanities Research Hub
- SOSS Postgraduate Support Office
- SOSS – Social Anthropology
- SOSS - Economics
- SEED Student Information
- SEED Administration

Third Floor
- SOSS – Economics
- SOSS – Sociology
- SOSS – Morgan Centre

Fourth Floor
- SOSS – Politics
- SOSS- Postgraduate Admissions Office
- SOSS – Finance
- SoSS Head of School and Head of School Administration and School Resources Office

HUMANITIES BRIDGEFORD STREET: The building is shared by SOSS and SEED and the locations are as follows:

Basement
- SEED Workshops

Ground Floor
- SOSS – CMI
- Centrally timetabled lecture and computer clusters

First Floor
- SEED

Second Floor
- SOSS - fRaill
- SOSS - CoDE
- SOSS- MICRA
- SOSS - Methods@Manchester
- SOSS - Philosophy

188 WATERLOO PLACE
- Sustainable Consumption Institute (SCI)

APPENDIX 3: APPROVAL PROCESS FOR EXPENSES

CLAIMANT COMPLETES THE FORM AND SIGNS AS CLAIMANT ONLY

IS THE CLAIMANT ALSO THE BUDGET HOLDER?

NO

YES

CLAIMANT REQUESTS SIGNATURE FROM THE BUDGET HOLDER (GRANT PI OR ACCOUNT HOLDER)

CLAIMANT REQUESTS HoD SIGNATURE AS BUDGET HOLDER (VIA ADMINISTRATOR)

IS THE BUDGET HOLDER ALSO THE *APPROVER*?

NO

YES

CLAIM FORM GOES TO HoD FOR SIGNATURE AS APPROVER (VIA ADMINISTRATOR)

CLAIM FORM GOES TO HoSA FOR APPROVAL (VIA ADMINISTRATOR)

NB: IF THE CLAIMANT, BUDGET HOLDER AND APPROVER ARE ALL ONE PERSON (USUALLY ONLY A HoD) THEN HoSA SIGNS AS BUDGET HOLDER AND HoS SIGNS AS APPROVER

APPENDIX 4: MANAGEMENT STRUCTURE

Head of School Finance
Wayne Ferris

Head of School
Chris Orme

Research Institutes
SCI: Dale Southerton
CMIST: Rachel Gibson
MICRA: Debbie Price

Director SR
Helen Beebee

Director T&L
Ken Clark

Heads of DAs :
Economics - Martyn Andrew
Sociology - Graeme Kirkpatrick
Politics - Francesca Gains
Social Anthropology -Maia Green
Social Statistics-Wendy Olsen
Philosophy - Chris Daly

Director of Research
Brian Heaphy

Director of PGR
Stuart Shields

Head of School Administraion
Alison Wilson

HR Partner
Jenny Knights

Academic Staff

PSS Staff

APPENDIX 5: SCHOOL OF SOCIAL SCIENCES GOVERNANCE