

MANCHESTER  
1824

The University  
of Manchester

2015-16

# 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  
2015-16 Edition

This Handbook aims to give new members of staff 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 will always be Discipline Area (DA) differences to take into account. If in doubt, consult your Mentor or Line Manager/Head of DA (HoDA).

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

1. [DATA PROTECTION](#)
2. [HEALTH AND SAFETY](#)
3. [REGISTER OF INTERESTS](#)
4. [STAFF DIRECTORY & TELEPHONES](#)

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 on [catherine.tansey@manchester.ac.uk](mailto:catherine.tansey@manchester.ac.uk). All helpful contributions will be gratefully received.

See also the University's *Human Resources* website:

[www.staffnet.manchester.ac.uk/employment/](http://www.staffnet.manchester.ac.uk/employment/)

Or the University's *Manual of Academic Procedures*:

[www.campus.manchester.ac.uk/tlso/map/](http://www.campus.manchester.ac.uk/tlso/map/)

Catherine Tansey  
Head of School Administration  
School of Social Sciences  
Arthur Lewis Building, G034

## Table of Contents

ABSENCE DURING TERM/SEMESTER TIME.....	6
ACADEMIC ADVISORS.....	6
ACCOMMODATION.....	6
ADMINISTRATIVE DUTIES.....	6
ARTHUR LEWIS BUILDING.....	7
BLACKBOARD VLE.....	7
BUILDING ACCESS & SECURITY.....	7
CATERING, DRINKS & SNACKS.....	7
COMPUTER SUPPORT & RESEARCH COMPUTING.....	8
COPYRIGHT.....	8
CURRICULUM VITAE.....	8
DATA PROTECTION.....	8
DEGREE CEREMONIES.....	8
DISABILITY ISSUES.....	9
EMAIL.....	9
EXAMINATIONS/ASSESSMENT.....	9
EQUIPMENT.....	10
FAX MACHINE.....	10
FINANCIAL PROCEDURES & APPROVAL.....	11
FIRST AID, ACCIDENTS AND EMERGENCIES.....	12
HEAD OF SCHOOL.....	13
HEALTH AND SAFETY.....	13
HNAP (Humanities New Academic Programme).....	13
HOLIDAYS and ANNUAL LEAVE.....	14
HUMAN RESOURCES.....	14
INDUCTION.....	14
INTRANET.....	14
IT SERVICES - FACULTY OF HUMANITIES.....	14
(UNIVERSITY OF) MANCHESTER LIBRARY.....	15
MEETING ROOMS (Arthur Lewis Building).....	15
MENTORS.....	16

OCCUPATIONAL HEALTH.....	16
OFFICE HOURS POLICY.....	16
OUT OF HOURS WORKING.....	16
OUTSIDE WORK & CONSULTANCY.....	16
PEER REVIEW OF TEACHING.....	17
The University's 'Faculty Peer Review of Teaching' (FPRT) policy outlines its purpose as being to provide a uniform process for assessing teaching across the University. It will enhance teaching quality by encouraging dissemination of good practice and by ensuring consistency in support for all colleagues engaged in teaching. It will also provide comparable information about teaching across the institution.....	
PERFORMANCE AND DEVELOPMENT REVIEW(PADR) & PERSONAL RESEARCH PLAN (PREP).....	17
PHOTOCOPYING.....	17
POST.....	18
PRINTERS.....	18
PROMOTIONS (ACADEMIC STAFF).....	19
QUESTIONNAIRES (TEACHING ASSESSMENT).....	19
RECYCLING IN THE ARTHUR LEWIS BUILDING.....	19
READING WEEK.....	20
REGISTER OF INTERESTS.....	21
REGISTRATION WEEK.....	21
RESEARCH FELLOWS.....	21
RESEARCH GRANTS & RESEARCH BUY-OUT.....	21
RESEARCH LEAVE.....	22
RESEARCH SUPPORT ALLOWANCE (RSA).....	23
RISK ASSESSMENTS.....	23
SALARY INCREMENTS.....	24
SCHOOL ADMINISTRATION.....	24
SHOWERS.....	24
SICKNESS/INCAPACITY TO WORK.....	25
SMOKING ON UNIVERSITY PREMISES.....	25
STAFF DEVELOPMENT AND TRAINING.....	25
STAFF DIRECTORY & TELEPHONES.....	26
'TENURE' PROCEDURES (PROBATIONARY PERIOD).....	26

VISITORS .....	27
WORK ALOCATION MODEL (WAM).....	27
WEB PAGES .....	27
WIRELESS.....	27
WORK AND ATTENDANCE OF STUDENTS.....	27
APPENDIX 1: SCHOOL ADMINISTRATION .....	28
SCHOOL and DA.....	28
FINANCE OFFICE .....	29
RESEARCH OFFICE.....	29
UNDERGRADUATE OFFICE .....	30
UNDERGRADUATE ADMISSIONS OFFICE .....	31
POSTGRADUATE OFFICE .....	32
POSTGRADUATE ADMISSIONS OFFICE.....	33
SCHOOL RESEARCH CENTRES WITH ADMINISTRATION SUPPORT .....	33
APPENDIX 2: LOCATION GUIDE .....	36

## **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 [www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/](http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/)

Staff wishing to be temporarily absent from Manchester during term time for more than 3 days must seek permission in writing from their HoDA; see [www.socialsciences.manchester.ac.uk/staff-intranet/forms/](http://www.socialsciences.manchester.ac.uk/staff-intranet/forms/)

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.

See also: [SICKNESS/INCAPACITY TO WORK](#).

## **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:

[www.socialsciences.manchester.ac.uk/staff-intranet/undergraduate-affairs/](http://www.socialsciences.manchester.ac.uk/staff-intranet/undergraduate-affairs/)

## **ACCOMMODATION**

The University Accommodation Office is available to help new members of staff to find accommodation on arrival in Manchester. However, there are relatively few self-contained University flats/bed-sits available for visiting academics and members of staff, on either a short or long term basis, since accommodation is primarily allocated to students.

Application forms and more information are available from

[www.accommodation.manchester.ac.uk](http://www.accommodation.manchester.ac.uk)

The following site also provides general information for staff joining the University (especially International staff):

[www.staffnet.manchester.ac.uk/employment/joining-the-university/](http://www.staffnet.manchester.ac.uk/employment/joining-the-university/)

## **ADMINISTRATIVE DUTIES**

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 Discipline Area is published annually at the beginning of the new session and will be available from your HoDA.

## **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 Discipline Area, Administration and Research Centre locations.

## **BLACKBOARD VLE**

### **Blackboard @ University of Manchester (Kickstart)**

The University employs Blackboard Learning system as its Virtual Learning Environment (VLE).

#### **Accessing Blackboard**

Access Blackboard via the eLearning website and contact details for the elearning team and support for academics in SoSS can be found here

[www.humanities.manchester.ac.uk/tandl/elearning/team/](http://www.humanities.manchester.ac.uk/tandl/elearning/team/)

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

## **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.).

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 at:

[www.estates.manchester.ac.uk/services/security/](http://www.estates.manchester.ac.uk/services/security/)

## **CATERING, DRINKS & SNACKS**

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

## COMPUTER SUPPORT & RESEARCH COMPUTING

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](http://www.manchester.ac.uk/itservices) or tel: **65544** email: [it-servicedesk@manchester.ac.uk](mailto:it-servicedesk@manchester.ac.uk). Other advice, e.g. on obtaining access to email from home or on training, can be obtained from the IT Customer Services Division.)

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 please complete the form at the link below and direct any queries to Guy Percival ([guy.percival@manchester.ac.uk](mailto:guy.percival@manchester.ac.uk)):

[remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=135](http://remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=135)

(username and password are required)

High Performance Computing solutions delivered to your desktop and/or via the internet are available at:

[www.itservices.manchester.ac.uk/our-services/research/high-performance/cir/shared/](http://www.itservices.manchester.ac.uk/our-services/research/high-performance/cir/shared/)

## COPYRIGHT

A guide to copyright and digitisation can be found here

[www.library.manchester.ac.uk/academicsupport/copyright/](http://www.library.manchester.ac.uk/academicsupport/copyright/)

This is critical if supplying external teaching and learning materials to students.

## 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 ([see below](#)).

The format for the CV is as laid down on the University's Human Resources website.

Details of the required CV format can be found in the documentation for academic promotions [www.humanities.manchester.ac.uk/humnet/facserv/humanresources/academic/](http://www.humanities.manchester.ac.uk/humnet/facserv/humanresources/academic/)

## DATA PROTECTION

Many staff are required to handle sensitive personal data relating to students and often research subjects. The University requires that all staff complete a mandatory course on data protection. To undertake this short course, please go to the link here

[www.staffnet.manchester.ac.uk/employment/training/data-protection/](http://www.staffnet.manchester.ac.uk/employment/training/data-protection/)

## 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 HoDA 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.

## **DISABILITY ISSUES**

The School Co-ordinator on such matters for student support is Melanie Dunn, (54868, [melanie.dunn@manchester.ac.uk](mailto:melanie.dunn@manchester.ac.uk)). For details of central support from the University's Disability Support Office [www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/](http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/)

Individual members of staff who have personal disability issues they wish to discuss, should do so either through Human Resources (57231) or Occupational Health (52858).

## **EMAIL**

Email is now the main channel of communication in the School. Most important information is circulated by this means. It is vital that colleagues check their email as regularly as they check their ordinary mail, 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 that academic staff respond promptly to emails from students and normally within three working days: [www.socialsciences.manchester.ac.uk/staff-intranet/undergraduate-affairs/](http://www.socialsciences.manchester.ac.uk/staff-intranet/undergraduate-affairs/)

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.

## **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/](http://www.tlso.manchester.ac.uk/)

a) *Setting papers*: colleagues will be prompted annually by the Discipline Area Administration Team. 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 Discipline Area. 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 Discipline Area 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/Administrator in your Discipline Area 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.

## **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 [soresources@manchester.ac.uk](mailto:soresources@manchester.ac.uk) for bookings.

## **FAX MACHINE**

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

## FINANCIAL PROCEDURES & APPROVAL

Financial control is a responsibility of the Head of School, who sets limits for allocations under a decentralised budgeting scheme. Further details on this and other financial issues are available from your Discipline Area, from the Faculty Finance Office and the School Intranet (The Finance Office page holds details of staff and responsibilities and has links to the most commonly needed forms). 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:

[www.staffnet.manchester.ac.uk/employment/expenses/](http://www.staffnet.manchester.ac.uk/employment/expenses/)

It is essential that tickets and **original** receipts be 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.

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.

The University has approved suppliers which are to be used for items such as travel, equipment or stationery. Details from your Discipline Area and/or the Faculty Finance Office.

- The University employs the travel management system "Egencia". Information and guides on how to book can be found here:
- [www.procurement.manchester.ac.uk/buying/egencia-travel/](http://www.procurement.manchester.ac.uk/buying/egencia-travel/)
- 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 HoDA 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

## FIRE ALARMS

Fire alarms are tested on a weekly basis (Monday 1.30p.m. (Arthur Lewis), Friday 11.00a.m. Humanities Bridgford 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:

[www.occhealth.manchester.ac.uk/first-aid/](http://www.occhealth.manchester.ac.uk/first-aid/)

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](http://www.manchester.ac.uk/healthandsafety)

and also on the School's intranet. When completed, the forms should be returned to Lucy Shanahan, G.032, ALB. All accidents must be reported to the School Safety Advisor (SSA: Lucy Shanahan) 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 HoDA, Chris is always willing to be consulted about any School matter. His PA, Carla Liburd (**54567**, [Carla.liburd@manchester.ac.uk](mailto:Carla.liburd@manchester.ac.uk)) can arrange a meeting.

## **HEALTH AND SAFETY**

The School Safety Advisor (SSA) is Lucy Shanahan ([Lucy.Shanahan@manchester.ac.uk](mailto:Lucy.Shanahan@manchester.ac.uk) ). The School Health and Safety Policy can be found here [www.socialsciences.manchester.ac.uk/staff-intranet/health-and-safety/](http://www.socialsciences.manchester.ac.uk/staff-intranet/health-and-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 DA 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 Lucy Shanahan at your earliest convenience.

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.

## **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](mailto:HNAP@manchester.ac.uk)

Successful completion of the HNAP programme is a requirement of probation for all new Lecturers. See also: ['TENURE' PROCEDURES \(PROBATIONARY PERIOD\)](#)

## **HOLIDAYS and ANNUAL LEAVE**

All staff are entitled to reasonable holidays/annual leave although there is no specified amount. All staff are required to inform and confirm their annual leave, in advance - see also [ABSENCE DURING TERM TIME](#).

## **HUMAN RESOURCES**

Personnel procedures are described on the University website [www.staffnet.manchester.ac.uk/employment/](http://www.staffnet.manchester.ac.uk/employment/)

## **INDUCTION**

All new staff are invited to a half day course to be formally welcomed to the University of Manchester and senior staff give presentations on key issues. There is also an on-line introductory training and information package produced by the Staff Training and Development Unit website: see. [www.staffnet.manchester.ac.uk/employment/training/](http://www.staffnet.manchester.ac.uk/employment/training/)

Colleagues joining us in August and September 2015 are invited to a lunch with the Head of School. This will take place at 12.30 pm in G.030/31 on 16 September 2015

## **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/](http://www.staffnet.manchester.ac.uk/)

The Faculty of Humanities, the School of Social Sciences and all Discipline Area public web pages and intranets can be accessed from [www.manchester.ac.uk/discover/structure/faculties-schools/](http://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 on [ict.humanities.manchester.ac.uk/](http://ict.humanities.manchester.ac.uk/)

Further, on-line, University support can be found at: [www.itservices.manchester.ac.uk/](http://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](http://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](mailto: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 eleven rooms that are bookable through the School in the Arthur Lewis Building by contacting: [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk).

As a response to Staff and Student Surevys, certain rooms, on specified days, are for the specific use of DA's and also by TA's for their weekly office hours.

Arthur Lewis Meeting Rooms and Availability:

G.018 (max capacity 12) w/c Monday 21<sup>st</sup> September 2015 - w/e Friday 20<sup>th</sup> May 2016

G.018 is booked for Social Anthropology TA's between **8am-8pm every Thursday and Friday.**

G.019 (max capacity 24)

G.030 / 031 (max capacity 30 - only available to book Mon, Tues, Weds am each week)

2.016 Boardroom ( max capacity 30)

2.017 Boardroom (max capacity 30)

2.066 (max capacity 12) w/c Monday 7<sup>th</sup> September 2015- w/e Friday 20<sup>th</sup> May 2016

2.066 is booked for the Social Anthropology DA between **8am-8pm every Wednesday and Thursday.**

3.008 (max capacity 12)

3.040 (max capacity 12)

3.056 (max capacity 12) w/c Monday 21<sup>st</sup> September 2015 - w/e Friday 20<sup>th</sup> May 2016

3.056 is booked for Sociology TA's between **8am-8pm Monday Friday.**

3.077 (max capacity 12) w/c Monday 21<sup>st</sup> September 2015 - w/e Friday 20<sup>th</sup> May 2016

3.077 is booked for Economics TA's between **8am-8pm Monday Friday.**

4.050 (max capacity 12) w/c Monday 21<sup>st</sup> September 2015 - w/e Friday 20<sup>th</sup> May 2016

4.050 is booked for Politics TA's between **8am-8pm Wednesday - Friday**, and for Philosophy TA's between **8am-8pm every Monday and Tuesday.**

## **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 Discipline Area. Details of what is intended may be found in the *Manual of Academic Procedures* in the section on *Staff Development*

[www.campus.manchester.ac.uk/tlso/map/](http://www.campus.manchester.ac.uk/tlso/map/)

It is School policy to apply this principle to temporary lecturers as well as those on open-ended (permanent) contracts. For more details of the School procedure see

[www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/](http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/)

## **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 .

## **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.

## **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

[www.socialsciences.manchester.ac.uk/staff-intranet/health-and-safety/](http://www.socialsciences.manchester.ac.uk/staff-intranet/health-and-safety/)

## **OUTSIDE WORK & CONSULTANCY**

Staff wishing to undertake outside work, including consultancy, must contact the Head of Discipline Area 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 Discipline Area for approval, see:

[documents.manchester.ac.uk/DocuInfo.aspx?DocID=11174](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11174)

## **PEER REVIEW OF TEACHING**

The University's 'Faculty Peer Review of Teaching' (FPRT) policy outlines its purpose as being to provide a uniform process for assessing teaching across the University. It will enhance teaching quality by encouraging dissemination of good practice and by ensuring consistency in support for all colleagues engaged in teaching. It will also provide comparable information about teaching across the institution.

The Peer Review of Teaching is a supportive process whereby colleagues act as reviewers and explore a reviewee's teaching performance with them through the direct observation of their interaction with students and the review of their teaching materials and course unit design. Alongside other information about colleagues' teaching, Peer Review of Teaching will build a comprehensive picture of a teacher's strengths and areas for development that can be used to enhance, manage and modify performance as necessary, and thereby facilitate career progression and enhance teaching quality across the institution. You can find more information on Peer Reviews here:

<http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/>

## **PERFORMANCE AND DEVELOPMENT REVIEW(PADR) & PERSONAL RESEARCH PLAN (PREP)**

The School conducts reviews, PADR and PREP, of all staff every year. Staff are reminded at the appropriate time of the approach of the next review round. PADR/PREP are intended to be a supportive process, aimed at positive career development: see

[documents.manchester.ac.uk/DocuInfo.aspx?DocID=42](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=42)

and

[www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/](http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/)

Reviewees are required to supply an up-to-date CV 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.

## **PHOTOCOPYING**

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. 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 will be given access codes for the machines in their area.

Photocopying is subject to copyright law, whether it is for personal use or for the provision of teaching materials. Check with your Discipline Area for details of your annual allowance for photocopying.

Copying in the John Rylands University Library must be paid for with a photocopying card issued by your Discipline Area. Cash payments will not be reimbursed. Cards can be pre-set to values of £10, £25 or £50, to be set against your annual research support allowance (see Discipline Area for more details). Exhausted cards can be re-set.

Charges for photocopying are much greater than for 'multilith' (now produced using bulk photocopiers rather than multilithography machines), so larger jobs should be submitted to the Print Room, Basement, Humanities Bridgeford Street. You can contact the Print Room by phone on (54753) or email [Bridgeford.printroom@manchester.ac.uk](mailto:Bridgeford.printroom@manchester.ac.uk)

'Multilith' print charges vary according to the purpose of the copying as below:-

HEFCE-funded accounts - 2.5p per side for black and white, 4.0p per side for colour

Special grants - 2.5p per side, for black and white, 4.0p per side for colour

Private use - 2.5p per side plus VAT

Staff are required to state which of these categories applies to their 'multilith' copying request form.

Colleagues holding grants, editing journals, etc., should reimburse their Discipline Area for copying and communication costs arising from this.

## **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.

Holders of grants, organisers of conferences and journal editors should agree with the Faculty Finance Office a code to put on their outgoing mail. The resulting costs will be logged, so that they can be recovered from the appropriate budget.

## **PRINTERS**

There are networked laser printers in each Discipline Area. These printers should be used for large print jobs. However, staff are requested not to use these printing facilities to print multiple copies of course guides - these should be photocopied through the Humanities Print Room, Basement, Humanities Bridgeford Street. 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.

### **PROMOTIONS (ACADEMIC STAFF)**

Relevant information on promotion procedures, criteria and timetables can be found in the Human Resources website

[www.staffnet.manchester.ac.uk/employment/](http://www.staffnet.manchester.ac.uk/employment/)

See also:

[www.humanities.manchester.ac.uk/humnet/facserv/humanresources/academic/](http://www.humanities.manchester.ac.uk/humnet/facserv/humanresources/academic/)

### **QUESTIONNAIRES (TEACHING ASSESSMENT)**

It is University policy that the teaching of course units be regularly assessed by means, inter alia, of student questionnaires (see *Manual of Academic Procedures*) All courses have to be reviewed on a regular basis and this is co-ordinated through the School Administrative Team.

### **RECYCLING IN THE ARTHUR LEWIS BUILDING**

The School has recently adopted the University's "Ban the Bin" policy and individual offices no longer have waste bins. More information on this initiative can be found here

[www.sustainability.manchester.ac.uk/](http://www.sustainability.manchester.ac.uk/)

This includes a frequency asked questions document in short and long versions.

In addition, **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.



## 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 2015, 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.

## REGISTER OF INTERESTS

All Colleagues are required to complete a register of interests annually even if it is a nil return. You will be prompted to do this by the Head of School Administration at the start of each Academic Year.

## REGISTRATION WEEK

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

## 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, 2<sup>nd</sup> floor, Arthur Lewis.

## RESEARCH GRANTS & RESEARCH BUY-OUT

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 Discipline Area or the Head of School; completion of the School Internal Approval Form

[www.socialsciences.manchester.ac.uk/staff-intranet/research-office/](http://www.socialsciences.manchester.ac.uk/staff-intranet/research-office/)

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 Discipline Area 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 DA. 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/](http://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 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:

- Discipline Areas 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 Discipline Areas 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 Discipline Areas 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 Discipline Area.
- 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 Head of Discipline Area will issue a call for applications early in the academic session.

1. *Sabbatical/Acedemic 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 Discipline Area. The HoDA 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:

[www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/](http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/)

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 & RESEARCH BUY-OUT](#).

Applications for authority to seek external funding for unpaid leave can be considered at any time by the HoDA, acting on behalf of the School and/or Discipline Area. 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 for travel and research, currently set at £2,000 per annum. Please ask in your Discipline Area for details on accessing this allowance or contact the School Finance Team. Guidance and principles relating to the RSA can be found here:

[www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/](http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/)

Any travel and accommodation requirements associated with individual research support must be booked through [EGENCIA](#):

[www.procurement.manchester.ac.uk/buying/egencia-travel/](http://www.procurement.manchester.ac.uk/buying/egencia-travel/)

### **RISK ASSESSMENTS**

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

[www.socialsciences.manchester.ac.uk/staff-intranet/health-and-safety/](http://www.socialsciences.manchester.ac.uk/staff-intranet/health-and-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 confirm with their line-manager HoDA, in writing, that the "generic risk assessment" is appropriate in advance of any such activity.*** However, staff and students **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).

## **SALARY INCREMENTS**

The Head of School is invited annually to propose staff for discretionary salary points and for accelerated increments. At the appropriate time, members of the School are prompted by the HoDA to say if they would like a case made on their behalf. The conditions governing these procedures are given on the University website.

[documents.manchester.ac.uk/DocuInfo.aspx?DocID=948](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=948)

## **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.

## **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, or sooner if their manager agrees it is appropriate. 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. For more information please see the Human Resources main web page:

[www.staffnet.manchester.ac.uk/employment/](http://www.staffnet.manchester.ac.uk/employment/)

## **SMOKING ON UNIVERSITY PREMISES**

Since 1 January 1999 all University academic and administrative buildings have been designated as no smoking areas. This includes all offices, toilets, entrances and secluded parts of buildings. Counselling from Occupational Health is available for those who need it.

## **STAFF DEVELOPMENT AND TRAINING**

All new members of permanent staff are required to complete the University's Academic Staff Programme course, if they have not previously undertaken an equivalent course elsewhere. Please contact [Ewan.Hannah@manchester.ac.uk](mailto:Ewan.Hannah@manchester.ac.uk) to register on the programme. New staff should also book a place on the Training in Equality and Diversity Issues (TEDI) course and the Recruitment and Selection course

[www.staffnet.manchester.ac.uk/employment/training/recruitment/](http://www.staffnet.manchester.ac.uk/employment/training/recruitment/)

as both are now a prerequisite for membership of appointments committees.

The Staff Training and Development Unit organise many courses throughout the year and can be contacted by phone on **52525** or by email at [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)

## 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 at

[https://directory.manchester.ac.uk/advanced.php?action=invisible&form\\_input=Submit](https://directory.manchester.ac.uk/advanced.php?action=invisible&form_input=Submit)

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 [diane.lear@manchester.ac.uk](mailto:diane.lear@manchester.ac.uk) giving their phone number. She will then reset the phone, making the PIN the same as the extension number (e.g. 56789). Details of how to change the PIN, record and retrieve messages etc can be found in the Voicemail user Guide at

[www.itservices.manchester.ac.uk/our-services/communication/telecoms/](http://www.itservices.manchester.ac.uk/our-services/communication/telecoms/)

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 Resources Suite 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 the School Resources Administrator (51757) ([Lucy.Shanahan@manchester.ac.uk](mailto:Lucy.Shanahan@manchester.ac.uk)).

## 'TENURE' PROCEDURES (PROBATIONARY PERIOD)

Appointments to established 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 of their second and third years. 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 on the Human Resources website; see: [documents.manchester.ac.uk/DocuInfo.aspx?DocID=40](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=40)

## **VISITORS**

Academic visitors are welcome in the School, subject to availability of space (always a real constraint) and to satisfactory arrangements for covering costs. Appointment forms for honorary research fellows and visitors are available on the School intranet.

## **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:

[www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/](http://www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/)

Each DA will produce its own WAM (for the following academic session) in April-June of the preceding year, via local implementation procedures. Please consult your line-manager/HoDA.

## **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 ([ailen.oriordan@manchester.ac.uk](mailto:ailen.oriordan@manchester.ac.uk)). All Discipline Areas have their own web pages which are managed within the Discipline Area.

## **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

[www.itservices.manchester.ac.uk/wireless](http://www.itservices.manchester.ac.uk/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.

## **WORK AND ATTENDANCE OF STUDENTS**

It is important (and a contractual obligation) to keep good records of the attendance of students in classes. The University is periodically subject to an audit by the UKBA 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 reference

## APPENDIX 1: SCHOOL ADMINISTRATION

There is a Team of School Administrators whose responsibilities are listed below.

### *SCHOOL and DA*

#### **Catherine Tansey - Head of School Administration**

(G.034, Ext: 54749, [catherine.tansey@manchester.ac.uk](mailto:catherine.tansey@manchester.ac.uk))

HoSA is ultimately responsible for administrative services and the management of support staff 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.

#### **Carla Liburd - PA to Head of School and Head of School Administration**

(G.032, Ext: 54567 [Carla.liburd@manchester.ac.uk](mailto:Carla.liburd@manchester.ac.uk) )

Provides PA and administrative support for HoS, and HoSA.

#### **Lucy Shanahan - Resources Administrator**

(G.032, Ext 51757 [lucy.shanahan@manchester.ac.uk](mailto:lucy.shanahan@manchester.ac.uk))

Responsible for supporting the HoSA in respect of staffing, estates, resources, health and safety and other associated matters.

#### **Noémie Rouault**

(4.031 4<sup>th</sup> floor, Ext: 57058, [noemie.rouault@manchester.ac.uk](mailto:noemie.rouault@manchester.ac.uk))

Manages the School Support Office in providing comprehensive administrative support to Heads of Discipline and academic staff in the School of Social Sciences and to take lead responsibility for organising Conferences and other events across the School. (On maternity leave until April 2016).

#### **Jackie O'Callaghan - PA to Heads of Economics & Sociology / Admin support to TL** (3<sup>rd</sup> floor, Ext 66949, [jaqueline.o'callaghan@manchester.ac.uk](mailto:jaqueline.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.

#### **Martine Youngman**

(3<sup>rd</sup> floor Reception, Ext: 54809, [Martine.Youngman@manchester.ac.uk](mailto:Martine.Youngman@manchester.ac.uk))

First point of contact for all visitors to third floor, provides administrative assistance to staff in Economics and Sociology.

#### **Val Lenferna**

(4<sup>th</sup> floor Reception, Ext:54883, [val.lenferna@manchester.ac.uk](mailto:val.lenferna@manchester.ac.uk))

First point of contact for all visitors to fourth floor, provides administrative assistance to staff in Politics and Philosophy and Social Anthropology.

**Dermot Nuttall**

(Ext: 54845, [dermot.nuttall@manchester.ac.uk](mailto:dermot.nuttall@manchester.ac.uk))

Responsible for the upkeep and management of the School website.

**Aileen O'Riordan**

(Ext: 53252 [aileen.oriordan@manchester.ac.uk](mailto:aileen.oriordan@manchester.ac.uk))

Responsible for the content management of the School website.

**Amy Grandidge - Administrator SoSS/ SEED**

(Ground floor ALB reception, Ext: 66900, [amy.grandidge@manchester.ac.uk](mailto:amy.grandidge@manchester.ac.uk) )

### ***FINANCE OFFICE***

**Suzanne Davies - School Management Accountant**

(4.059, Ext: 54498, [Suzanne.Davies@manchester.ac.uk](mailto:Suzanne.Davies@manchester.ac.uk))

Responsible for managing the School budgets and advising Heads of School and Heads of Discipline Areas on all financial matters.

**Lee Crane - Senior Finance Officer**

(4.059, Ext: 66876, [lee.crane@manchester.ac.uk](mailto:lee.crane@manchester.ac.uk) )

**Paul Henshall - Senior Research Finance Officer**

(2<sup>nd</sup> floor Quad C Admin Suite, Ext: 51300, [paul.a.henshall@manchester.ac.uk](mailto: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 OFFICE***

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 RAE information. The team are also responsible for all administration relating to research awards, including costing of projects under FEC and both pre-award and post-award advice and support.

**Brian Heaphy- School Research Director**

(3.035, Ext: 50266, [brian.heaphy@manchester.ac.uk](mailto:brian.heaphy@manchester.ac.uk) )

**Gillian Whitworth - Research Development Manager**

(2<sup>nd</sup> floor School Admin Suite, Ext: 57366, [gillian.whitworth@manchester.ac.uk](mailto:gillian.whitworth@manchester.ac.uk))

**Melanie Canham - Research Support Officer**  
(2<sup>nd</sup> floor School Admin Suite, Ext: 57362, [melanie.canham@manchester.ac.uk](mailto:melanie.canham@manchester.ac.uk) )

**Damaris Richards - Research Support Officer**  
(2<sup>nd</sup> floor School Admin Suite, Ext: 54691, [Damaris.richards@manchester.ac.uk](mailto:Damaris.richards@manchester.ac.uk)) (on maternity leave until April 2016)

**Hannah Head - Research Support Officer** (2<sup>nd</sup> floor School Admin Suite Ext 54691  
[Hannah.Head@manchester.ac.uk](mailto:Hannah.Head@manchester.ac.uk))

Other contacts in the Research Office can be found here  
[www.socialsciences.manchester.ac.uk/staff-intranet/research-office/](http://www.socialsciences.manchester.ac.uk/staff-intranet/research-office/)

### ***UNDERGRADUATE OFFICE***

**Amanda Brereton - Undergraduate Manager**  
(G.001b, Ext: 54745, [amanda.brereton@manchester.ac.uk](mailto: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.

**Paul Smith - Student Support Officer**  
(G.001a, Ext: 54546, [paul.v.smith@manchester.ac.uk](mailto: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.

**Philippa Wilson**  
(G.001, Ext: 54878, [philippa.wilson@manchester.ac.uk](mailto:philippa.wilson@manchester.ac.uk))  
Student Welfare Officer

**Joseph Barrett**  
(G.001, Ext: 53204 [joseph.barrett@manchester.ac.uk](mailto:joseph.barrett@manchester.ac.uk))  
BA (Social Sciences) Programme Administrator

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

**Lynn Dignan**  
(G.001, Ext: 54000, [lynn.dignan@manchester.ac.uk](mailto:lynn.dignan@manchester.ac.uk))  
Social Anthropology and PPE Programme Administrator and Plagiarism Administrator.

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

**Chantel Riley**  
(G.001, Ext:52499, [shantel.riley@manchester.ac.uk](mailto:shantel.riley@manchester.ac.uk))  
Politics Assistant

**Bernadette Julien**  
(G.001, Ext: 54822, [Bernadette.julien@manchester.ac.uk](mailto:Bernadette.julien@manchester.ac.uk))  
BA (Econ) Secretary.

**Melanie Dunn**  
(G.001, Ext: 54868, [melanie.dunn@manchester.ac.uk](mailto:melanie.dunn@manchester.ac.uk))  
B EconSc Programme Administrator and Disability Co-ordinator for undergraduate students.

**Liam Walsh**  
(G.001, Ext: 54935, [Liam.Walsh@manchester.ac.uk](mailto:Liam.Walsh@manchester.ac.uk))  
Economics Assistant.

**Caroline Harmer**  
(G.001, Ext: 57129, [caroline.harmer@manchester.ac.uk](mailto:caroline.harmer@manchester.ac.uk))  
Philosophy Programme Administrator.

**Wilfred Thornton-Start**  
(G.001, Ext: 53953, [Wilfred.thornton-start@manchester.ac.uk](mailto:Wilfred.thornton-start@manchester.ac.uk))  
Sociology Programme Administrator.

**Leonora Wells**  
(G.001, Ext: 51297, [leonora.wells@manchester.ac.uk](mailto:leonora.wells@manchester.ac.uk))  
Responsible for Economics administration.

#### ***UNDERGRADUATE ADMISSIONS OFFICE***

**Amanda Grimshaw - Undergraduate Admissions Manager**  
(G.002, Ext: 54748, [amanda.grimshaw@manchester.ac.uk](mailto: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.

**Tom McCunnie - Admissions Tutor/Widening Participation Manager**  
(G.001a, Ext: 51752, [tom.mccunnie@manchester.ac.uk](mailto: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.

**Anna Bakhda**

(G.002, Ext: 51473, [anna.bakhda@manchester.ac.uk](mailto: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).

**Kirsty Egerton**

(G.002, Ext: 52291, [kirsty.egerton@manchester.ac.uk](mailto:kirsty.egerton@manchester.ac.uk))

Responsible for the administration of admissions for all degree programmes admitted to the School.

**Huw Peters (currently on secondment)**

(G.002, Ext: 54470, [huw.peters@manchester.ac.uk](mailto:huw.peters@manchester.ac.uk))

Responsible for the Admissions website and for compiling admissions statistics.

### ***POSTGRADUATE OFFICE***

**Bernadette O'Connor - School Postgraduate Manager**

(2.003a, Ext: 54627, [Bernadette.o'connor@manchester.ac.uk](mailto: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.

**Amanda Bridgeman**

(2.003, Ext: 51299, [amanda.bridgeman@manchester.ac.uk](mailto:amanda.bridgeman@manchester.ac.uk))

Responsible for administration concerning postgraduate taught students on CCSR, Politics and Social Change programmes

**Jill Chandler**

(2.003, Ext: Ext: 52501, [jill.chandler@manchester.ac.uk](mailto:jill.chandler@manchester.ac.uk) )

Responsible for administration of postgraduate taught programmes in Economics. PG Disability Support.

**Ann Cronley**

(2.003, Ext: 54747, [ann.cronley@manchester.ac.uk](mailto: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.

**Kimberley Hulme**

(2.003, Ext: 53999, [kimberley.hulme@manchester.ac.uk](mailto:kimberley.hulme@manchester.ac.uk))

Responsible for general enquiries, student finance and external examiners fees and expenses.

**Vickie Roche**

(2.003, Ext: 54823, [vickie.roche@manchester.ac.uk](mailto:vickie.roche@manchester.ac.uk))

Responsible for administration concerning postgraduate taught students on Social and Visual Anthropology and Sociology programmes.

**Marie Waite**

(2.003, Ext: 54869, [marie.waite@manchester.ac.uk](mailto: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.

***POSTGRADUATE ADMISSIONS OFFICE***

**Vicky Barnes - Postgraduate Admissions Manager**

(4.051, Ext: 54743, [Vicky.barnes@manchester.ac.uk](mailto: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.

**Janet Smith**

(4.051, Ext: 54771, [janet.a.smith@manchester.ac.uk](mailto: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.

**Zoe Woodend**

(4.051, Ext: 51296, [zoe.woodend@manchester.ac.uk](mailto:zoe.woodend@manchester.ac.uk))

Responsible for administration concerning admissions and recruitment for all taught programmes in Politics, Philosophy and Sociology.

***SCHOOL RESEARCH CENTRES WITH ADMINISTRATION SUPPORT***

**The Cathie Marsh Institute for Social Research (CMIST)**

**(Ground floor, Humanities Bridgeford Street)**

**Philippa Walker - CMIST Institute Manager and CoDE Project Manager**

(Main Office, Ext: 54721, [philippa.walker@manchester.ac.uk](mailto:philippa.walker@manchester.ac.uk))

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

Jon Davis - Short Courses Administrator  
(Main Office, Ext: 50769, [jon.davis@manchester.ac.uk](mailto:jon.davis@manchester.ac.uk) )

Rebecca Fenwick - ADS Project Administrator  
(Main Office, Ext: 51980, [Rebecca.fenwick@manchester.ac.uk](mailto:Rebecca.fenwick@manchester.ac.uk) )

Jo Garsden - Project Coordinator for MICRA  
(2<sup>nd</sup> floor HBS, Ext: 51298, [jo.garsden@manchester.ac.uk](mailto:jo.garsden@manchester.ac.uk) )

Mark Kelly - BES and SCID Project Administrator  
(Main Office, Ext: 54269, [mark.kelly@manchester.ac.uk](mailto:mark.kelly@manchester.ac.uk) )

Charlene Linton - Project Administrator for CoDE  
(Main Office, Ext: 54579, [Charlene.linton@manchester.ac.uk](mailto:Charlene.linton@manchester.ac.uk) )

Gill Meadows - Programme Administrator: UK Data Service and Methods@Manchester  
(Main Office, Ext: 50270, [Gillian.meadows@manchester.ac.uk](mailto:Gillian.meadows@manchester.ac.uk) )

Claire Spencer - Project Administrator: Methods@Manchester  
(Main Office, Ext: 54917, [Claire.spencer@manchester.ac.uk](mailto:Claire.spencer@manchester.ac.uk) )

Jill Stevenson - fRail/ MICRA Administrator  
(2<sup>nd</sup> floor HBS, Ext: 54917, [jill.stevenson@manchester.ac.uk](mailto:jill.stevenson@manchester.ac.uk) )

**MORGAN CENTRE for the Study of Relationships and Personal Life**  
**(3<sup>rd</sup> floor, Arthur Lewis Building)**

Hazel Burke - Communications and Development manager  
(3<sup>rd</sup> floor, quad D, Ext: 50265, [hazel.burke@manchester.ac.uk](mailto:hazel.burke@manchester.ac.uk) )

Victoria Higham - Administrative Assistant  
(3<sup>rd</sup> floor, quad D, Ext: 50261, [Victoria.higham@manchester.ac.uk](mailto:Victoria.higham@manchester.ac.uk) )

**Sustainable Consumption Institute (SCI)**  
**(Waterloo Place)**

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

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

ESRC Centre Research for Socio-Cultural Change (CRESC)  
([Arthur Lewis Building](#))

Claire Dyer - Centre Manager  
(2.058, Ext: 58985, [Claire.dyer@manchester.ac.uk](mailto:Claire.dyer@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
- 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
- SoSS Head of School and Head of School Administration and support

#### **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 - Philosophy
- SOSS - Politics
- SOSS- Postgraduate Admissions Office

- SOSS/ SEED Accountant and Finance
- 

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

**Basement**

- SEED Workshops

**Ground Floor**

- SOSS - CMIST
- Centrally timetabled lecture and computer clusters

**First Floor**

- SEED

**Second Floor**

- SOSS- fRaill
- SOSS- CoDE
- SOSS- MICRA
- SOSS- Methods@Manchester
- Centrally timetabled lecture and computer clusters

**188 WATERLOO PLACE**

- Sustainable Consumption Institute (SCI)