

School of Social Sciences Staff Bulletin October 2018



[Read the President's Weekly Update Here](#)

[Humanities eNews](#)

Welcome to this month's Staff Bulletin.
In this issue:

- ❖ *Head of School Update*
- ❖ *Teaching & Learning News*
 - Turnitin Guidance*
 - Mental Health Resources*
 - National Teaching Fellowships*
 - Student Lifecycle Project*
 - LEAP*
 - Subject Level TEF Update*
 - Q-Step Celebratory Event*
- ❖ *Research News*
 - REF Updates*
 - Environment*
 - Fellowships*
 - Research Contract Staff Network Coordinator*
- ❖ *PGR News*
 - Recruitment*
 - Support PGR Students Wellbeing*
 - 2018/19 MDC Postgraduate Research Excellence Award*
- ❖ *Social Responsibility News:*
 - Harassment & Bullying*
 - ESRC Festival of Social Science*
 - Arthur Lewis Lecture Now Online*
- ❖ *School Administration News:*
 - Dates for Diaries*
 - New Staff*
 - Distinguished Achievement Awards (Academic & PS Staff)*
 - Data Protection*
 - DSE Assessment*
 - Staff Travel*
 - Risk Assessments*
- ❖ *Human Resources*
 - Peer Support group for Women & Men Returning from Maternity, Paternity, Shared Parental or Adoption Leave*
 - Development Opportunities: Teaching & Learning*
- ❖ *In Other News ...*
 - Senior Fellowship of HEA Awarded*
 - Distinguished Achievement Awards – Nominations Now Open*
 - Grant Success for Dr Alex Cernat*
 - International Sociology Conference Moves to University of Manchester*

Head of School Update

As this is the first School bulletin of the academic year it contains quite a lot of updated information about our processes and core activities. Please read it, or skim-read it at least, so you are up to date with the latest developments.

I hope that you have all settled into the academic year by now, and that new staff are being welcomed and supported (see list of new staff under '*School Administration News*').

We have met our undergraduate and postgraduate taught student admissions targets and it is now up to us to ensure that new and existing students have the opportunity to have the best possible student experience. As well as providing compelling lectures, well-organised seminars and tutorials, good on-line materials and meaningful feedback on assessments, we need to make sure we see our academic advisees regularly.

In addition, we need to encourage students to optimise their well-being by familiarising themselves with the range of support services and leisure activities provided by the University and Students Union (as well as familiarising ourselves with the mental health resources available to help when dealing with students who may be experiencing mental health issues - highlighted under '*Teaching & Learning News*') and by looking out for each other.

Academic and Professional Services colleagues need to work together on supporting students, in line with our 'Dignity at Work' policy (please see '*Social Responsibility News*' below).

While many of us have heard of TEF, the Teaching Excellence Framework for evaluating institutional and subject level teaching and learning, it may be unclear what it involves. More information on this is provided below under *Teaching & Learning*.

One of the key challenges we face is to provide excellent teaching while producing top class research projects, outputs and impact (be it academic and/or social impact). This is why it is important to apply for research support funding, so that we carve out time and access the resources to produce the best quality research. Research funds also provide opportunities for the best future academics to gain experience, by employing them as researchers or to cover the time we are bought out.

There is an expectation that those who can will apply regularly for external funds to provide additional support for their research.

This leads me to our preparations for REF which are, in most cases, progressing well. But, we need to keep the momentum up in aiming for 4* publications and evidencing our impact cases. For those who have yet to complete their REF publications, please check what support is available with your Research Director.

Our annual participation in the ESRC Festival of Social Sciences is going ahead again this year, with a wide range of exciting events being offered by colleagues in the School (see the link under Social Responsibility below)

Applications for Academic Leave are due in soon, so please follow the guidance provided.

As you will see below, there are a wide range of awards and competitions that colleagues and students can be nominated for in the near future. I can't overemphasise enough how important it is that we nominate colleagues/students who have excelled in their various areas.

The more we do this, the more individuals and teams get the recognition they deserve within the School, but also the more we raise the profile of the School in the University and sometimes beyond.

Despite our successes, we tend to be reluctant to have them acknowledged - we need to be more forthright in singing our colleagues' and our own praises.

Brian Heaphy, Head of School of Social Sciences

TEACHING & LEARNING

School Director, Ken Clark

Turnitin Guidance

The Faculty has issued guidance ([link](#)) on how to set up Turnitin to deal with a variety of circumstances: (i) allowing multiple submissions in case students accidentally submit the wrong file; (ii) dealing with late submissions; (iii) "self-collusion" which allows draft submissions or outlines not to be checked for plagiarism/added to the database.

Mental Health Resources

The Counselling Service has made available resources ([link](#)) to help when dealing with students who may be experiencing mental health issues. This should be read in conjunction with the [School's Student Welfare Protocol](#). In addition, regular face to face training sessions on responding to student mental health difficulties is available:

<http://www.counsellingservice.manchester.ac.uk/trainingforstaff/>

National Teaching Fellowships

Information on this can be found here:

<http://www.staffnet.manchester.ac.uk/tlso/teaching-excellence/awards-and-accreditation/ntfs/>

Student Lifecycle Project

A demonstration of some of the features of the SLP was held on Wednesday 10th October. For those unable to attend, a recording of the demonstration is now available on the SLP website [here](#).

LEAP

The LEAP programme offers a route to Advance HE (Higher Education Academy) Fellowship through the University. Participants are mentored and supported through the process. The LEAP programme handbook is available here:

<http://documents.manchester.ac.uk/display.aspx?DocID=29569> and the homepage:

<http://www.staffnet.manchester.ac.uk/bmh/pss-activities/training/education/leadership-in-education-awards-programme/>

Subject Level TEF Update

The Government has responded to the pilot of Subject Level TEF in 17/18 by making some changes to the process and announcing a second pilot for 18/19 ([extremely gory details](#)). [Contrary to what you may have read in the media](#), grade inflation will not be major part of this as the panels found the data difficult to interpret during the initial pilot. The more important changes are that a two additional NSS categories have been added to the core metrics. These are the Learning Resources section and (most of) the Student Voice section of NSS which join the Teaching, Assessment & Feedback and Academic Support sections. Reflecting the demise of DLHE and the fact that it's replacement - the Graduate Outcomes Survey - is not yet available there have also been some changes to the employability measures used. These are based on the Longitudinal Educational Outcomes data set which in turn is based on HMRC PAYE records. We will receive a new set of TEF data in the new calendar year which will allow us to assess our disciplines against these metrics; my initial judgment would be that these changes are mildly positive for the School. One area where we can influence TEF metrics this year relates to the Student Voice section where we tend to score well on the opportunities that we give to students to tell us what they think about our teaching but where we score very badly on feeding back to them on what we have done as a result of their comments. We will be looking to communicate better on this with students as we go through the year and will be seeking the assistance of academic colleagues, particularly module convenors and programme directors.



Q-Step Celebratory Event

Wednesday 14th November, 13:00-17:00, Samuel Alexander Building

It's time for the biggest social science thriller of the year: The 39 Q-steps! Now in its fifth year, the University of Manchester's Q-step internship programme sends Social Science undergraduates into work placements to apply their quantitative data analysis skills to real world research. It's a really exciting and rewarding process, and that's what this event is about – celebrating the achievements of our fantastic interns!

Whether you're an undergrad interested in the programme, a member of staff wanting to support your students, or you just fancy some inspiring presentations and beautiful posters, please join us for this celebration of our 39 Q-steps. Tickets can be booked through Eventbrite [here](#).

RESEARCH NEWS

School Director, Claire Alexander

REF updates:

- **Guidelines:** The latest draft REF 2021 guidance has been published at <http://www.ref.ac.uk/publications/>

- There are also additional publications here <http://www.ref.ac.uk/guidance/>

Thanks to all UoA leads who contributed to the University's response to the Consultation in August.

Environment:

Guidance on the institutional quantitative Environment template has been released, subject to consultation (see <http://www.ref.ac.uk/guidance/>).

UoA teams will be working on drafts of the environment statements - First drafts of outline environment statements will be due in January 2019 and full drafts by May 2019.

Can we please ask ALL staff to update their PURE profiles to assist their UoA teams in compiling the environment narrative. This includes uploading any new publications, and ensuring they are deposited in the UoM repository (uml.oagateway@manchester.ac.uk).

Please also update your profile with any significant markers of esteem or contribution to research culture. This may include: Plenary/Invited Lectures, Membership of Professional Associations, Election to Learned Societies, Prizes, Editorships of journals/membership of editorial boards, membership of external bodies/committees, conferences organised, media/press appearances.

Your PURE profile can be accessed through your Staffnet portal. **Please update your profile by 30th November 2018.**

There is a helpful support section on staffnet:

<http://www.staffnet.manchester.ac.uk/pure/researchers/help-support/>. You can nominate a [trusted user](#) to update your profile for you. If you would like support from a PGR experienced as a nominated user, please contact jay.amin@manchester.ac.uk by 16 November or earlier.

Research Contract Staff Network Co-Ordinator

Dr Andrew Balmer (Sociology) has been appointed as RCS Network Co-Ordinator.

Academic Leave

Eligible staff are invited to submit an application for Academic Leave to be taken in 2018-2019. The deadline for submission of applications is **Noon on Monday, November 5th 2018.**

Please note:

1. Before making an application for academic leave, you **must** discuss the implications for teaching and PGR supervision with your Head of Department (and any other relevant colleagues), and get her or his approval to submit the application.
2. Applications are to be submitted paula.dalzell@manchester.ac.uk by **Noon on Monday, November 5th 2018.**

If you are unsure as to whether you are eligible to apply, please contact Gillian Whitworth (Gillian.whitworth@manchester.ac.uk).

The School encourages all staff taking academic leave to explore the possibility of combining this with a second period of leave supported by an external research funder, such as [AHRC](#), [British Academy](#), [ESRC](#), [Nuffield Foundation](#) or [Leverhulme Trust](#). The Research Support Officers will be able to assist you with any applications you make to external funding bodies.

POSTGRADUATE RESEARCH

School Director, Stuart Shields

Recruitment

A reminder that colleagues can submit their academic references for PhD applicants directly via email to pg-soss@manchester.ac.uk

Only ONE potential supervisor can be a referee (i.e. there should be at least one reference from an academic colleague who is NOT a “preferred” supervisor).

Support PGR Students Wellbeing

The University has a wealth of resources, support and advice on [wellbeing issues](#) for postgraduate researchers and is also developing [on-line resources](#) to help staff support students. Over the next 18 months we will be running a project, *Partnerships for Improved Postgraduate Researcher Wellbeing and Mental Health*, to identify ways to improve the provision and support for the wellbeing and mental health of our postgraduate researchers and one element of this project will be training for supervisors. We will be asking PGRs and PGR supervisors to be closely involved and inform the work and outcomes of the project. If you would like to be updated as the project develops and join one of our group discussions for supervisors please contact claire.faichnie@manchester.ac.uk.

2018/2019 MDC Postgraduate Research Excellence Award

The 2018/2019 MDC Postgraduate Research Excellence Awards call for nominations is open. This year's awards will comprise the six categories listed below. Please note that the DAA and MDC Excellence awards are again separate and will have different deadlines:

DAA

- Postgraduate Research Student of the Year (President's Distinguished Achievement Award) – one award per Faculty.
- SoSS can submit two nominations. Deadline for submission of nominations and referee letters by PGRDs to Bernadette O'Connor by 26th November 2018

MDC Awards

Deadline for submission of nominations to MDC 18th January 2019

- Best Outstanding Output - one award per Faculty

- Best Contribution to PGR Environment – one overall award
- Best Contribution to Society – one overall award
- Best Contribution to Internationalisation – one overall award
- Best Supervisor of the Year – one award per Faculty

SoSS able to submit up to two nominations in each category. Deadline for submission of nominations and referee letters by PGRDs to Bernadette O'Connor by March 25th 2019.

All those wishing to make a nomination to any of the six categories must make a submission to their respective PGRD and the School PGRC in the first instance. The MDC Committee will not consider nominations unless they have been through the local approval process first.

Please ensure that nominations meet the following criteria from the attached guidance. Please note these are just highlights; please refer to the full guidance to ensure all criteria have been met.

Nominators must be a current University of Manchester staff member

Accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or relevant members of academic or PSS/Library/CIs' staff. This is in addition to the nominator's statement. Please note that statements of support should not contain multiple signatures; they should be signed by one person only.

The very brief summary of the nominee's achievements should be no longer than 120 words.

Nominations should be marked Private and Confidential, and should be sent electronically as Word documents

For the Postgraduate Research Student of the Year (President's Distinguished Achievement Award), the criteria that the student should "have completed their doctoral degree within the past six months" is from the date of the student's graduation.

For the Best Outstanding Output category, this year 'output' should be interpreted as published articles or other outputs that are in the public domain. PhD theses will not be regarded as output in this context.

Further details of the awards, including the criteria against which nominations are judged, the process, and full timetable are given in the attached guidance document. Also attached are the award nomination forms – please note that there are separate forms for the PGR Student of the Year Award and Supervisor of the Year Award.

Harassment (including sexual harassment) and bullying

If you have experienced or witnessed bullying, harassment, discrimination or victimisation — or if a student or colleague tells you that they have been a victim — the best thing to do in the first instance is to visit (or point the person who discloses to you at) the University's University's Report & Support page [<https://www.reportandsupport.manchester.ac.uk>]. If you fill out the web form non-anonymously, this will put you in touch with a Harassment Support Adviser [<https://www.reportandsupport.manchester.ac.uk/support/harassment-support-advisors>]. (You can also report anonymously.) The site also contains links to further information and resources.

The above information — along with links to the University's Dignity at Work and Study policies and procedures for staff and students — is also on the SoSS Staffnet site, under:

Policies and guidance > Equality and diversity

[<http://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/equality-and-diversity/>]

ESRC Festival of Social Science

This year's Festival takes place from 3 to 10 November, and we have a great line-up of events across the city, including quite a few organised by colleagues in SoSS. Check out our event listings or download the brochure at www.esrcmanchesterfest.ac.uk. And don't forget the launch event on Wed 31 October! tinyurl.com/ESRC-Manc-2018

Arthur Lewis Lecture now online

If you couldn't make this year's 'lecture', featuring Tommie Smith, you can watch the podcast here:

<https://www.socialsciences.manchester.ac.uk/connect/events/arthur-lewis-lectures/>

There's also a link to a really good documentary. If you came to the event and didn't find the one we showed there was to your taste, you might like this one better.

SCHOOL ADMINISTRATION NEWS

Head of School Administration, Alison Wilson

Dates for Diaries

School Board

24 October, 2:00pm – 4:00pm, Theatre A University Place.

The purpose of the meeting will be to discuss the potential merge with the School of Law.

Dean's Visit

14 November, 12:30 – 2:00, ALB Boardroom

President and Vice Chancellor's Visit to the School

1 May 2019, 10am-11:30am, ALB Boardroom

New Staff

We are delighted to welcome our new postdoctoral and Presidential Fellows to the School. These are:

Agnes Kovacs	- Economics
Termeh Shafie	- Social Stats
Eduardo Fe	- Social Stats
Tina Hannemann	- Social Stats
Yasmin Farooq	- Social Stats
Louise Thompson	- Politics
Sebastien Bachelet	- Social Anthropology
Tim Oliver	- Politics
Caroline Metz	- Politics

Presidential Fellows:

Remy Joseph Salisbury	- Sociology
Meghan Tinsley	- Sociology
David Shoch	- Sociology
Nan Zhang	- Social Stats
Chris Prosser	- Politics

Postdoctoral Fellows:

Maung Hane	- Leverhulme Early Career Fellowship
Djordje Sredanovic	- Newton International Fellow
Jonathan Mitchell	- British Academy Fellowship
Jonathan Mellon	- Hallsworth Fellow
David Tobin	- Hallsworth Fellow
Constance Smith	- Hallsworth Fellow
Dan Welch	- ESRC New Investigator
Petra Kalshoven	- Dalton Research Fellow

New Teaching and Students Interns

The School has hired two interns Louise Chandler and Lily Mott to work on some teaching and student related projects this academic year. Lily is focusing on student experience and wellbeing issues while Louise is dealing more with employability and business engagement. They both report to Paul Smith and are currently based in HBS. They have been active on the [@SoSSUndergrad](#) Twitter feed and have also been producing a weekly wellbeing email for all our students called "Tweet Yourself Well" which features a weekly recipe and some tips on adopting a proactive approach to wellbeing. If you are working on projects which engage with our students, particularly through social media, they may be able to help out.

New PS Staff

We have welcomed a number of new staff over the summer break:

Kerry Jones	- MICRA Institute Manager
Debra Hau	- Postgraduate Admissions Assistant

Kellie Jordan	- UG Programme Administrator Social Anthropology
Luke Smith	- UG Programme Administrator Politics (covering Julie Tierney's maternity leave)
Amy Connolly	- Programme Assistant BA (Econ)
Matthew Regan	- UG International Exchange Assistant
Lily Mott	- Graduate Intern Student Experience
Louise Chandler	- Graduate Intern Employability
Tahira Akthar	- Graduate Intern UG Recruitment and Admissions
Domenica Scinaldi	- PA to HoS & HoSA (starting on 19 th November)

Data Protection – reminder for new staff, academic and PS

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.

[TBF26 Data protection](#)

It is a University requirement that all staff complete the on-line course every two years, failure to do so can result in access to systems such as email being denied and also disciplinary action.

New staff need to complete this by 30 November failure to do so will result in access to University systems being denied.

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>

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.

Recruitment and Selection Training

[Recruitment and selection training](#) is a prerequisite for membership of appointment committees.

This contains some useful information [Recruiting the right people](#)

In addition, if you have not undertaken training in Equality and Diversity Issues, the following on-line training has to be undertaken:

[Diversity in The Workplace](#)

[Unconscious Bias](#)

Staff Travel

The University currently 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 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
0161-275-4883	hannah.mooney@manchester.ac.uk
0161-306-6949	Jacqueline.Ocallaghan@manchester.ac.uk
0161-275-7058	noemie.rouault@manchester.ac.uk

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. For example, 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 have to complete the risk assessment declaration before they travel:

<https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=1131605M>

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.

HUMAN RESOURCES

HR Partner, Jenny Knights

Peer Support Group for Women and Men returning from Maternity, Paternity, Shared Parental or Adoption Leave

As part of the University commitment to Equality, Diversity and Wellbeing at Work, Staff Learning & Development and the Equality, Diversity and Inclusion team are offering men and women returners from shared parental, maternity, paternity and adoption leave the opportunity to get together.

These informal sessions are un-facilitated and after an introduction by a member of the Staff Learning and Development Team, colleagues are left alone to:

- Share experiences in a safe environment;
- Hear about what has worked for others;
- Offer peer support;
- Discuss issues related to the balancing of work and caring responsibilities.

To reserve a place please go to,

<https://app.manchester.ac.uk/TP60>

Senior Fellowship of HEA Awarded

Bethan Harries has been awarded Senior Fellowship of the Higher Education Academy.

Distinguished Achievement Awards – Nominations Now Open

1. Teacher of the Year

The School has been invited to submit to the Faculty one nomination for this category of award.

If you would like to submit a nomination, please send it to Ken Clark
ken.clark@manchester.ac.uk by **16 November 5pm**.

Criteria:

The nominee should be an individual whose teaching over the past year has been outstanding. S/he should demonstrate an ability to communicate ideas effectively, be able to motivate and stimulate students to learn, whilst at the same time showing a commitment to innovation and excellence in education.

2. Researcher of the Year

The School has been invited to submit to the Faculty one nomination for this category of award.

If you would like to submit a nomination, please send it to Claire Alexander
claire.alexander@manchester.ac.uk by **16 November 5pm**.

Criteria:

The nominee should be someone whose most recent research has successfully challenged dogma, created a new field of research, elucidated a new paradigm, made a fundamental change in thinking or impacted significantly on society. Individuals who have excelled in the area of knowledge transfer should also be considered.

3. Undergraduate Student of the Year

The School has been invited to submit to the Faculty *two nominations*.

The nomination selected by the School will be sent to the Faculty and considered by the relevant Faculty Committee which will select the Faculty recommendation. The Faculty recommendation will then be forwarded to the University's Awards and Honours Group.

If you would like to submit a nomination, please send it to Ken Clark
ken.clark@manchester.ac.uk by **16 November 5pm**.

Criteria:

The nominee should have made an exceptional contribution to the life of the University, contributed significantly to the development of the curriculum or enhanced other students' experience at University through activities such as peer support, student societies, or work with central services such as Recruitment and Admissions. Alternatively he or she should have

coupled excellent academic achievement with either major external activity (top level sport or music) or have overcome major difficulties.

4. Individual PS Awards and Team Awards

The School has been invited to submit to the Faculty **one nomination for each category of award** (one individual, one small team – up to 12, one large team –13+). Nominations will be approved by the relevant Faculty Group and those selected will be forwarded to the University for consideration.

If you would like to submit nominations in this category, please submit them to Alison Wilson alison.wilson@manchester.ac.uk **16 November 5pm.**

Judging Criteria for the PS Awards

The judging criteria have been designed to reflect the PS behaviours (for more information about the behaviours please follow this link:

- <http://documents.manchester.ac.uk/display.aspx?DocID=21690>

They are as follows:

For both the individual and team awards judges will be looking for outstanding performance. Specifically, nominations should evidence how the individuals or teams have significantly and tangibly contributed to maintaining a positive, open and respectful working environment where people work cooperatively together, have excelled at breaking down boundaries and communicating fully to achieve outstanding organisational benefits.

There will be an additional requirement for the team entries in that they must demonstrate that they have a shared ethos which has led to either a significant one-off achievement (e.g. delivery of a specific project) or to sustained high performance.

In other words we are looking for individuals or teams who:

- Have regularly shown they have a 'can do attitude'
- Are team players
- Are always willing to do that bit extra to help staff, students or visitors
- Are flexible and respectful at all times

5. Making a nomination

Nominations should be **no longer than 700** words and should be explicit about how the nominee meets the criteria for the award. **All nominations in all categories MUST be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or relevant members of academic or PS staff. These should be appended to the nomination. If these statements are not included the nomination will not be considered.**

In addition, nominators are required to provide a very brief summary of the nominee's achievements i.e. ***no longer than 120 words***. If the nomination is successful these 120 words will be used to form the basis of the citation at the awards ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at this event, particularly when constructing the shorter statement.

Please note that there will be separate processes (to be announced) for the following awards:

University Teaching Excellence Awards and the National Teaching Fellowship Scheme
(The Faculty contact is Emma Rose Emma.Rose@manchester.ac.uk)

The Making a Difference Awards
<http://www.socialresponsibility.manchester.ac.uk/get-involved/awards/>

The Manchester Teaching Awards (run by University of Manchester Students' Union)

Grant Success for Dr Alex Cernat

Dr. Alex Cernat from the Department of Social Statistics won a one year grant, the Understanding Society Survey Method Fellowship, for his project titled "*Understanding mode switching and non-response patterns*" 2018/2019.

He will study errors and biases in data from multiple modes of delivering the Understanding Society questionnaire survey. Start Date: 1/9/2018.

International Sociology Conference Moves to University of Manchester

Alternative Futures and Popular Protest – the venerable, international conference on social movements – is moving to the University of Manchester after 23 successful years organised by Colin Barker and Mike Tylesley at MMU. On the founders' retirements they sought out colleagues at movements@manchester to maintain a cherished meeting of social scientists from a wide range of disciplines and over 60 countries. The conferences have been notable for a fruitful and friendly meeting ground between activism and academia and a supportive environment in which PhD students and early career researchers can discuss ideas with the field's luminaries. The 24th edition of AFPP is being supported by a SoSS Small Grant award and the Department of Sociology; it will take place on 15-17th April 2019, and the call for papers is available at: <http://www.movements.manchester.ac.uk/afp>

School of Social Science
Arthur Lewis Building
University of Manchester
M13 9PL

www.socialsciences.manchester.ac.uk
[Staff Bulletins](#)

