The University
of Manchester

**MANCHESTER 1824**

# 2021-22

## Academic Staff Handbook
### School of Social Sciences

**Welcome to Manchester**

**UNIVERSITY OF MANCHESTER**
**SCHOOL OF SOCIAL SCIENCES**
**ARTHUR LEWIS, HUMANITIES BRIDGEFORD STREET BUILDINGS,**
**WATERLOO PLACE, WILLIAMSON BUILDING**

**WELCOME TO MANCHESTER**
**2021-2022 Edition**

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

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

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

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

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

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

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


Alison Wilson
Head of School Operations
School of Social Sciences
Arthur Lewis Building, 4.046

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# THE FACULTY OF HUMANITIES

*What is the Faculty and how is it run?*

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

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

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

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

<u>Dean & Vice-President</u>                Professor Keith Brown

<u>Vice-Deans</u>
Teaching, Learning & Students        Professor Fiona Smyth (& Deputy Dean)
Research                                          Professor Gerard Hodgkinson
Social Responsibility                      Professor Andrew Westwood

<u>Associate Deans</u>
Academic & Research Staff
Development                                 Professor Linda Evans
Business Engagement                    Professor Javier Garcia Oliva
Equality Diversity & Inclusion        Dr Susie Miles
Internationalisation                       Professor Angelia Wilson
Postgraduate Education                 Professor Sue Heath
Deputy AD Research                      Professor Neil Humphrey
Teaching, Learning & Student
    Experience (Distance Learning)    Professor Becki Bennett
Teaching, Learning & Students (Data)    Mr Ken Clark
Deputy Associate Dean PGR           Dr Admos Chimhowu

**Professional Services**

| | |
|---|---|
| Director of Faculty Operations | Hannah Rundle |
| Head of Faculty Estates | Michelle Harper |
| Head of Planning, Compliance & Governance | Niqui Ellis |
| Deputy Director of HR & Head of Faculty HR | Andrew Mullen |
| IT Partner | Paul Dennington |
| Head of Research Planning & Business Engagement | Jared Ruff |
| Head of Teaching, Learning & Student Experience | Emma Rose |
| Head of Faculty Finance | Phillipa Woods |
| Head of Communications & Marketing | Katie McNamee |
| | |
| Postgraduate Research Support Coordination | Elaine Edwards |

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

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

# ORGANISATION OF THE SCHOOL OF SOCIAL SCIENCES

*Background*

The School of Social Sciences (SoSS) was set up in September 2004 within the Faculty of Humanities of the new University of Manchester.  At that time it brought together: Economics, Politics, Philosophy, Social Anthropology, Social Statistics and Sociology. From August 2019 two further disciplines joined the School: Criminology and Law who prior to this date constituted the School of Law.  SoSS is a large School of over 400 academic and research staff.

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

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

The School of Social Sciences is committed to research-led teaching. It has an extensive portfolio of undergraduate teaching programmes: single and joint honours programmes in its constituent departments; joint programmes with other Schools in the Faculty of Humanities; and the large interdisciplinary programmes – the BA (Econ) and as well as the BA Social Sciences. We currently have 5000 UG students.  At Masters Level there are 1000students following in-house LLM, MA and MSc programmes.  There are over 250 research students registered in the School.

## *Structure*

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

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

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

|                                        |              |
| -------------------------------------- | ------------ |
| Head of School                         | Brian Heaphy |
| Director of Research                   | Andy Miles   |
| Director of Teaching and Learning      | Mario Pezzino |

| | |
|---|---|
| Director of PGR | Sophie Woodward |
| Director of Social Responsibility | Dimitris Papadimitriou |
| Director of External Relations | Claire McGourlay |
| Business Engagement Lead | Ruby Hammer |
| International Lead | Jasem Tarawneh |
| Environmental Lead | Jit Banerjee |
| Head of School Operations | Alison Wilson |
| Head of Teaching, Learning & Student Experience | Jo Kaiserman |
| Head of School Finance | Lizzy Langton |
| HR Partner | Jenny Knights |

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

| | |
|---|---|
| Criminology | Judith Aldridge |
| Economics | Akos Valentinyi |
| Law | Yenkong Hodu |
| Philosophy | Graham Stevens |
| Politics | Yoram Gorlizki |
| Social Anthropology | Andrew Irving |
| Social Statistics | Wendy Olsen |
| Sociology | Alice Bloch |

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

See appendices for organograms - appendix 3 SoSS Governance and appendix 4 SoSS Leadership and Management.

## School Governance

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

| Committee | Remit |
|---|---|
| **School Policy and Resources Committee (SPRC)** | The School's executive decision-making body, responsible for matters concerning, policy, resources and staffing. |
| **School Leadership Team (SLT)** | Responsible for the strategic development of the School: School Strategic Plan; annual operational priorities and budget; annual performance monitoring. |
| **Health and Safety Committee** | To review health and safety arrangements for staff and students within the School to ensure compliance. |
| **School Board** | The remit of School Board is defined by the University Ordinances: Ordinance XII. School Board will be the forum for all-staff discussions, for the purpose of advising the Head of School. It meets four times a year, with each meeting having an explicit central focus. |
| **School Promotions Committee (SPC) Reports to the Faculty** | Is responsible for considering: Academic staff promotions (*e.g.* L to SL and Grade 6 to Grade 7 ); Change of status from SL to Reader; Promotion to Chair; Probationary review; Reward and recognition of exceptional performance. |

### Teaching Governance

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

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

the last instance, the Head of School will be required to provide final resolution. Where the issue or complaint concerns assessment, the Exams Officer for the Department will be consulted for advice.

## *Lines of Responsibility*

| Module Director | Programme Director | HoD | Director T&L |
|---|---|---|---|

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

*Research Governance*

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

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

**Departments, Centres and Institutes: purpose and activities**

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

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They will:

- Facilitate discussion and collaboration;
- Encourage a culture of internal peer-review of publications, grant applications, book proposals etc;
- Mentor and support early-career researchers;
- Provide a supportive environment for PGR students and research staff;
- Organise regular research seminars;
- Participating in the RRE/ REF processes, providing feedback to members;
- Attending Research Committee;
- Centres to produce annual research reports for consideration by the Director of Research;
- Institutes to produce annual research reports for consideration by the Faculty and attend a meeting with the Faculty;
- Hold a minimum of four meetings per year.

Interdisciplinarity and collaboration are encouraged: colleagues are free to contribute to research activity in more than one area. Additionally, sub groupings may develop.
All Departments have a Research Director.

| Committee | Remit |
|---|---|
| **Research Committee (SRC)** | Plays a strategic role in planning and developing the research activity in the School; Stimulates and monitors research activity and research profile of the School; Encourages a culture of Interdisciplinarity and collaboration within and beyond the School; Management of Academic Leave; Manage the School funds for research related activity e.g.  Impact; Review the intellectual quality of SOSS applications for Simon and Hallsworth and External Fellowship and major grant applications. **Research Excellence Framework (REF):** Manage preparations for REF; Oversee the School's overall Research Environment. |
| **School Postgraduate Research Programmes Committee (SPRPC)** | This committee is concerned with all matters pertaining to postgraduate research study within |

the School: To ensure that the University and Faculty quality assurance and enhancement requirements are met in relation to research degree programmes with regard to External Examiners' reports, Annual, Periodic Review and other reviews; To devise and implement the School's PGR strategy in line with University and Faculty recommendations; To approve the appointment of examiners and award of research degrees; To monitor the progress of research students and be responsible for their welfare and student experience including employability.

### *Social Responsibility Governance (SR)*

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

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

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

| Committee | Remit |
| --- | --- |
| **Social Responsibility Committee (SSRC)** | Champion School's commitment to Social Responsibility both internally and externally; Support and encourage social responsibility activities in Departments, Research Institutes / Centres so they contribute to the overall University strategic aims; Promote, and where appropriate participate with, the signature programmes outlined under the five key priorities; Work with the School leadership team to develop strategic plans and operational priorities for social responsibility, reviewing progress towards the goals. |

| Sub-committees/ groups | Remit |
| --- | --- |
| **Equality and Diversity Committee** | Promote equality and diversity within the School of Social Sciences, advancing equality of opportunity for all and embedding a culture of equality; Scrutinise and keep under review School policies and procedures to ensure due consideration is given to eliminating |

discrimination and promoting equality including policies and procedures that impact the student population; Make strategic recommendations for equality and diversity policy development and implementation;

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

# YOUR EMPLOYMENT

## Initial Appointment & Staff Card

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

You need to set up your email account here.

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

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

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

## Expenses for Relocation

Information on expenses and claims can be found here.

## Induction

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

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

Colleagues joining us in August and September 2021 are invited to a School induction, where you will meet the senior management team and key Professional Services colleagues as well as other new staff and hear key information about the School.

## Leave & Absence

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

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

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

**Holidays & Annual Leave**

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

**Absence during Term/Semester Time**

Guidelines on attendance stipulate that academic staff should be normally working at the University for a minimum of 2.5 days per week during teaching semesters see more detail here.

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

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

**Sickness/Incapacity to Work**

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

This statement must be posted to their manager or nominee on the same or next day.

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

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

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

**Maternity/Paternity/Adoption/Parental Leave**

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

*Outside Work & Consultancy*

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

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

### Peer Review of Teaching

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

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

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

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

### Academic Leave

See Research Leave

### Tenure Procedures (Probationary Period)

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

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

### HNAP (Humanities New Academic Programme)

The Humanities New Academics Programme (HNAP) is designed to ensure that new academics are fully equipped to work effectively within The University of Manchester in relation to the full breadth of tasks associated within post (the programme also gives staff HEA Fellowship). 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. The co-ordinator of the programme can be contacted via HNAP@manchester.ac.uk

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

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

### Curriculum Vitae

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

### Mentors

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

It is School policy to apply this principle to temporary lecturers as well as those on open-ended (permanent) contracts. For more details see a useful guide on mentoring

### Staff Learning & Development

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

Diversity in The Workplace
Unconscious Bias
Recruitment and Selection Training

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

### Register of Interests

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

### Promotions

Relevant information on promotion from the Faculty.

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

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

### Exceptional Performance

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

### Occupational Health

The Occupational Health Services are available for all staff members and are located at Crawford House (4<sup>th</sup> floor), Booth Street East, Manchester M13 9QS tel: (0161 27) **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 advice.

### Disability Issues

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

### Counselling Service

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

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

### Wellbeing

The University is committed to providing a healthy working environment and improving the quality of working lives for all staff.

Wellbeing is a combination of the physical, psychological and the social features of a person. The Chartered Institute of Personnel and Development (CIPD) define wellbeing as:

*Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.*

For employees a good working environment can positively impact on these aspects and more workplaces, including the University, are trying to positively influence wellbeing.

The University aims to promote and enhance wellbeing for all staff through the development of a proactive and enabling culture. This will require effective leadership, management support to encourage staff to feel supported in focussing on their wellbeing, the integration of wellbeing in all work activities and practices and individual staff taking responsibility for their health and wellbeing. See Staffnet wellbeing pages

### Dignity at Work and Study

The term 'Dignity at Work and Study' emphasises that everyone has the right to be treated with respect during their time at The University of Manchester.

It is vital that we strive for an environment within the University in which discrimination, bullying, harassment or victimisation is simply not tolerated. Such unacceptable behaviour must be identified early and managed effectively. We must also support any member of staff or student who is subjected to such behaviour and encourage them to report this as early as possible.

There are two key ways in which we ensure that the environment we wish to create becomes a reality. The first is by charging managers and advisors with the responsibility for ensuring that staff and students are neither harassed nor discriminated against. The second is to foster an environment in

which there is no tolerance of discriminatory, bullying or harassing behaviour from any member of staff or any student.

See policy and Report and Support

*Other Information*
- Pensions
- Staff Benefits
- Travel Loans
- Employment policies and procedures
- Staff Learning and Development for New Starters
- Staff Learning and Development for Academic Staff and Researchers

# AN A TO Z OF PRACTICAL MATTERS

### Administrative Duties (Service & Leadership)

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

### Accommodation

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

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

### Buildings

SoSS is located across several buildings – Arthur Lewis (ALB), Humanities Bridgeford (HBS), Waterloo Place, Williamson and AMBS.

ALB and HBS are shared with  SEED (School of Environment, Education, and Development) and Williamson is shared with parts of the Faculty of Science and Engineering and the Faculty of Biology, Medicine and Health) see Appendix 2 of this Handbook for guide to Departments, Administration and Research Centre locations.

**Building Access & Security**

Access to ALB, Williamson and HBS Bridgeford Street outside working hours is via a swipe card system (University ID card) and the buildings are 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 ALB, 3.51a Williamson, HBS room G.009). If you lose your key, there is a £10.00 charge to cover the cost of a replacement.

If you witness any suspicious activity please report this immediately to the University Security Service on 69966 (this number is on the back of your ID card). Please be vigilant when working out of office hours, if someone tailgates you into the building please ask to see staff/ student card, if they refuse please call Security at the earliest possible opportunity  0161 306 9966.

PGR and PGT students have access to ALB and HBS outside working hours, for Williamson only PGR have access.

**Out of Hours Working**

For the School policy on Lone Working please see:
http://staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/

**Guidelines for Out of Normal Working Hours Building Access**

To ensure your safety in the Arthur Lewis, Williamson and Humanities Bridgeford Street Buildings during all periods of "out of hours" access, we ask you to observe the following if you are working in the building before 8:00 am or after 6:00 pm on weekdays, or during weekends and public holidays/University closure periods. It is in your own personal interest to follow these guidelines.

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

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

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

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

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

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

*Core Hours*

These guidelines aim to promote a healthier work-life balance and accommodate parental and carer responsibilities of staff and students. They seek to reduce barriers to participation in the intellectual life and governance structures of the School.

**Core working hours are 10:00 to 16:00.**

The following activities fall under the 'core hours' guidelines:
1. Committee meetings, bilateral meetings between staff and/or students, research seminars, team meetings.

2. These guidelines do not include teaching – this should be addressed through the existing University flexible working policy.

3. These guidelines do not change the existing PS Flexi-time policy (for those on Grade 5 and below).

4. These guidelines do not include one off events such as Away Days, Annual Lectures, Celebration events, Graduation etc. but these should be announced with plenty of notice (at least 4 weeks) so that colleagues can arrange replacement care, etc.

Arranging times to meet colleagues and/or students within and beyond core hours is acceptable, if the people involved are happy with this. Staff arranging such meetings should be mindful of asking the question about whether the timing is detrimental, especially if the individual being asked might feel awkward about saying no.

Consideration should also be given by managers to part-time staff who are unable to attend meetings/seminars even if scheduled within core hours, and how they will be included in discussions or receive information.

For meetings falling under #1 which are to be held outside 'core hours', the convenors need to provide a rationale to the Head of Department indicating that the core guidelines have been considered.

**Relevant University Policies**
*http://www.staffnet.manchester.ac.uk/human-resources/current-staff/parents-carers/*

### Catering, Drinks & Snacks

There is café provision in the Arthur Lewis building (9:00 am – 3:30 pm).

### Children at Work

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

### Computer Support

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

Administration rights on University desktop PC's is not routinely allocated. The University operates a managed desktop/ laptop system which helps maintain the integrity of the UoM IT infrastructure.

### Copyright

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

### Data Protection

Many staff regularly handle personal data of staff, students, research participants and others. For example, it's common practice to create files of all relevant data relating to an individual student or member of staff, as a record of that person's time studying or working at the University. The University must process personal data according to the principles set out in the General Data Protection Regulations. 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. Therefore the training below is mandatory and failure to comply will result in IT access being denied.

New staff and staff who need to update their training (mandatory completion every two years) will receive an email from the InfoGov-Training mailbox explaining that training needs to be completed and providing a link to the IGO StaffNet pages with details of how to log in:
https://www.staffnet.manchester.ac.uk/igo/training-and-support/

The course is hosted by a company called Metacompliance and is made up of a series of short animated videos. The training introduces some new information security content, refreshes people's understanding of data protection law and provides a reminder about Freedom of Information legislation. The course takes approximately 40 minutes to complete including questions.

## Email

Email is the modal channel of communication in the School. Most important information is circulated by this means. Your email account will be set up automatically once you have signed your contract letter and returned it to Human Resources. The School Feedback Policy requires than academic staff respond promptly to emails from students and normally within three working days:

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

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

The main School email distribution lists are as follows:-

socialsciences-staff@listserv.manchester.ac.uk   all staff in the School of Social Sciences
SOSS-PSS-STAFF@listserv.manchester.ac.uk        all PS staff in the School of Social Sciences

Departmental level email addresses are as follows:-

| Criminology | soss-crim-staff@listserv.manchester.ac.uk |
|---|---|
| Economics | econ-wide@listserv.manchester.ac.uk |
| Law | law-staff-academics@listserv.manchester.ac.uk |
| Philosophy | SOSS-PHILOSOPHY-STAFF@listserv.manchester.ac.uk |
| Politics | POLITICS@LISTSERV.MANCHESTER.AC.UK |
| Social Anthropology | HUM-SA-TEACHINGSTAFF@LISTSERV.MANCHESTER.AC.UK |
| Sociology | SOCIOLOGY-STAFF@listserv.manchester.ac.uk |
| Social Statistics | SOCSTATS-STAFF@LISTSERV.MANCHESTER.AC.UK |
| Sociology (PGR) | pgr-sociology@listserv.manchester.ac.uk |

## Equipment

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

## Fax Machine

In the rare event nowadays that you need a FAX, the School has one located on the 2nd floor of the Arthur Lewis Building (near room 2.003).

## Financial Procedures & Approval

Financial control is a responsibility of the Head of School, who sets limits for allocations to Departments and individual staff members under a decentralised budgeting scheme. Further details on this and other financial issues are available from your Department and from the Faculty Finance Office.

In the case of research funds held by named budget-holders, those budget-holders are ultimately responsible for their own accounts (subject to the appropriate School clearance of all claims forms), though these will be overseen by the Research Accountant and/or the Research Office.

Colleagues seeking reimbursement for expenses of any kind must complete an [on-line claim form](#).

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

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

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

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

*Fire Alarms*

Fire alarms are tested on a weekly basis (Monday 1:30 pm Arthur Lewis, Monday 8:20 am Williamson and Friday 11:00 am Humanities Bridgeford Street). Instructions for escape in the event of a fire or other emergency should be posted by all emergency call buttons throughout the buildings.

The current Assembly Point for the Arthur Lewis Building, Humanities Bridgeford Street and Waterloo Place is next to the Martin Harris Centre entrance off Bridgeford Street, for Williamson it is Brunswick Park Avenue.

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 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, Williamson or 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 displayed within the relevant building.

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

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

When completed, the forms should be returned to Safety Services and the School Safety Advisor. All accidents must be reported to the School Safety Advisor (SSA: Heather Richards) 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 Brian Heaphy, Arthur Lewis Building room 4.045.  Although the first port of call for information and advice is your Mentor or HoD, Brian is always willing to be consulted about any School matter.  Clare Hunt Clare.Hunt@manchester.ac.uk  Brian's PA can arrange a meeting.

### Health & Safety

**SoSS Health and Safety**
The School Safety Advisor (SSA) is Heather Richards (heather.richards@manchester.ac.uk )The School Health and Safety Policy can be found here

All staff are required to complete the SoSS Health & Safety Checklist as soon as possible after your arrival in Manchester (this is the simplified SoSS version of the one found at the back of your New Staff starter pack issued at HR).

- This can be completed as part of your Department induction meeting with your line-manager, at which workload, expectations and career development will be discussed (as appropriate for your stage of career).

- Please sign and return the completed checklist to Heather Richards at your earliest convenience.

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

**Covid-19**
At the time of writing the Government had lifted restrictions, but as the virus has not gone away, the latest information is always available on the front page of staffnet. Regular hand sanitisation is still

encouraged as well as keeping your distance where you can. Signage relating to Covid-19 has been covered, not removed, in case restrictions are reinstated and lockdowns occur again.

**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.

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

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

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

**Risk Assessments**

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

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

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

These are available here under Risk Assessment

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

*For all these professional activities, all staff need to* complete the [risk assessment declaration](#):

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 Safety Advisor.

### Hybrid Working

The PS staff will be piloting hybrid working during 2021/22. Over the past few months, we have been developing our approach to hybrid working, refining a set of principles, and developing a detailed managers' support to guide you on this journey to a new way of working. All our leaders and managers will play a role in supporting the introduction of hybrid working in their teams and enabling our employees to work more flexibly according to their role and the needs of the University.

### 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 Department 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

University IT support can be found [here](#)

### (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 are dedicated Academic Engagement Librarians for Social Sciences who are 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) for Economics, Philosophy, Politics, Sociology, Social Anthropology and Social Statistics and [Paul.Tate@manchester.ac.uk](mailto:Paul.Tate@manchester.ac.uk) for Criminology and Law with any immediate queries and/or to arrange a meeting to discuss library support in further detail.

A useful starting point for library information can be found at:-
[https://www.staffnet.manchester.ac.uk/social-sciences/resources/](https://www.staffnet.manchester.ac.uk/social-sciences/resources/)

### Meeting Rooms (Arthur Lewis Building)

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

Arthur Lewis Meeting Rooms and Availability:
G.018           (max capacity 12)
G.019           (max capacity 24)
G.020           (max capacity 24 - only available to book Mon, Thurs, Fri)

2.016 /2.017    Boardroom (max capacity 60)

The following department meeting space (as below) can be booked via your local Department Administrator.

2.066            (max capacity 12)
                **2.066 is booked for the Social Anthropology between 8 am - 8 pm every Monday, Wednesday & Thursday (Fridays for Social Anthropology TAs).**

3.008            (max capacity 12) **Monday - Friday - Economics**
3.040            (max capacity 12) **Monday – Friday – Sociology**
3.056            (max capacity 12) **Monday – Friday – Sociology**
3.077            (max capacity 12) **Monday - Friday - Economics**
4.050            (max capacity 12) **Monday - Friday – Politics**

Humanities Bridgeford Street and Availability:

2.53             (max capacity 20)

**Williamson**

3.53             max capacity 16

**Teaching Space in Williamson can be booked via emailing [Stephen.manifold@manchester.ac.uk](mailto:Stephen.manifold@manchester.ac.uk)**
4.07             max capacity 20
4.08             max capacity 60
3.10             max capacity 18

*Personal Teaching Timetable*

Staff can view their timetable in My Manchester.  Please use INTERNET EXPLORER rather than any other search engine.   You need your staff ID number.
- GO TO https://my.manchester.ac.uk
- You will need to enter your username and password at the Login page
- Under your name along the top right is a A-Z (tiny print) – click it
- Select T
- Select Timetable
- Enter your staff IT number and use the arrow keys to move from week 52 2018/19 to 2019/20 (week by week).  The buttons to select semester 1, semester 2 or all year still currently show the timetable information for the 15/16 academic year won't change over for 16/17 until Welcome Week unfortunately.
  Further guidance is available at:
  http://www.estates.manchester.ac.uk/services/timetabling/timetables/

*Photocopying and Printing*

The photocopiers/ printers are located in the Office Service Areas next to the pigeonholes on second, third and fourth floors in ALB.  Instructions will be posted on the notice boards in each area.  In HBS machines are located within the post room on the ground floor and there is also one on the second floor.  In Williamson it is in 3.47 (access code will be provided from office next door).  Staff and PGR students can access photocopiers/ printers anywhere on campus with their staff card.

*Post*

ALB - 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.

HBS - there is a post room on the ground floor for post and collection as well as a collection point on the 2nd floor.

Williamson - post is delivered to the staff common room and put into pigeonholes by the receptionist based in Williamson 3.05. For collection please leave with one of the PS teams – each office has a post out tray.

*Recycling*

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

**Recycling Stations** in ALB are 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. In Williamson and HBS they are located at the end of the corridors. A picture of a recycling station is shown below.



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



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

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

There are also recycling points within Williamson as follows:-

Batteries:  Staff common room, Williamson 3.07
Printer Toner cartridges:  Stationery room, Williamson 3.47
Photocopier Toner cartridges:  Stationery room, Williamson 3.47

If any electrical equipment needs disposing of, please liaise with one of the Departmental Administrators so the staff can ensure that the University is compliant with WEEE Regulations.

### Professional Support

There is a team of professional support staff within the School whose duties are listed in Appendix 1 of this handbook with links to the SoSS intranet for team members.

### Scheduling meetings

The School is committed to improving its family-friendly policies and fostering a supportive working environment for all.  The Core Hours guidelines aim to encourage colleagues to **schedule meetings and events between 10:00 and 16:00** so as to allow enough flexibility for those who have caring responsibilities at home.  Although we recognise that the operationalisation of these guidelines are not always possible (see examples in the document on the SoSS staff intranet), we want to ensure that our working practices are as inclusive as possible for all colleagues (academic and PS).

### Showers

In ALB 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.

In Williamson a shower can be found next to the disabled toilet on the third floor central landing area.

### Smoking on University Premises

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

### Staff Directory & Telephones

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

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

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

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

For faults, and if international dialling access is required, or telephones need to be relocated due to office moves, please contact Michelle Kelly – michelle.kelly@manchester.ac.uk for ALB and HBS queries and Heather Richards – heather.richards@manchester.ac.uk for Williamson building queries

### Stationery and Supplies

Stationery can be obtained from the Department Receptionist or Administrator.

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

### Travel

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

Humanities staff/students who continue to book travel outside of Key Travel (air, rail or accommodation) will have expense claims refused for any bookings made when the travel system reopens for bookings.

- 3.1 This policy applies to all University staff at all levels within the organisation who are required to travel outside the United Kingdom on University business and on University funds irrespective of the origin of the source of funding.
- 3.2 This policy applies to students of the University who are required to travel outside the United Kingdom for learning or research purposes as part of their degree programme of studies.
- 3.3 The terms "traveller" and "travellers" used in this policy refer to staff or students as defined in 3.1 and 3.2.
- 3.4 This policy does not apply to University students undertaking self-funded overseas placements as part of their degree programme of studies.
- 3.5 Whilst the policy specifies the means of organising travel outside the United Kingdom, its guiding principles and values apply to all travel including travel within the United Kingdom.
- 3.6 This policy does not apply to travel which is wholly funded and administered by another institution.

• 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 be able to book travel via Key Travel Management system you need to update your profile the first time you log on here
Short video on how to update and create a profile can be found here

• If you find the cost of your booking cheaper elsewhere, please contact Key Travel who are normally able to price match.

• If you have a look-not-book profile and need full access, or if you need assistance in creating your profile, email the SoSS travel administrators on: keytravel-soss@manchester.ac.uk
For issues with activity codes or approvals please contact: travel.helpdesk@manchester.ac.uk

There are travel administrators (see below) in the School that you can contact via key travel SoSS email address (keytravel-soss@manchester.ac.uk)
Val Lenferna
Jackie O'Callaghan
Hannah Mooney
Jackie Horricks

• Key Travel Dedicated Team for everything else

| Issues with the online booking tool | Enquiries regarding booking reservations and complex travel |
|---|---|
| **Online Technical Team** | **Key Travel Reservations Team** |
| ⊡: online@keytravel.com | ⊡: UoM@Keytravel.com |
| ⊡: **0844 335 0260** | ⊡: **0161 819 9797** |

**For assistance in a travel emergency, please contact Key Travel's emergency assistance line on +44 (0)20 7843 9602**

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

**What a WAM can and cannot do**
The WAM is merely an allocation mechanism and has no impact on the overall amount of work that has to be undertaken. An effective WAM should help distribute this work in a fair, transparent and efficient way. As the total workload has to be carried out by the staff employed year on year, there have to be limits on carrying forward credits. That is not to say there cannot be some historical memory of those who have carried an additional burden, for example to cover additional teaching due to staff sickness. The emphasis should however be on equalising loads within years as otherwise problems are built up. It is therefore more appropriate to work on a three year cycle to take account of the need to have variations between years. It also needs to be accepted that we will be working to a norm of working activities and to accept that contributions may be different for good reason. All the models are inherently imprecise and can only be taken as a guide to comparative loads. If someone is regularly over or under average allowance one has to review their activities and use this information to inform future planning decisions.

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

### Web Pages

The School has a web site.  The Digital Content Editor role is responsible for web content maintenance and management.  Contact: Leonie Jackson (leonie.jackson@manchester.ac.uk)

All Departments have their own web pages which are managed within the Department.

### Wireless

There are Wireless Access points throughout the buildings for your mobile devices and/or visitors. For information about these points and how to access them, see [wiFi](wiFi)

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

# STUDENTS & TEACHING

*Academic Advisors*

Members of academic staff are required to act as academic advisors to students on undergraduate degree programmes. You will find the School policy on academic advisors here

*Blackboard VLE*

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

Access Blackboard

Contact details for the E-learning Team and support for academics in SoSS can be found here .

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

Support for Blackboard and exemplars can be found here.

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

*Campus Solutions*

The University of Manchester Student System is campus solutions. A full training guide is available here:

http://documents.manchester.ac.uk/protected/display.aspx?DocID=11213
(you will need to log in to view this document).

NB: If you find that Campus Solutions is running slowly in Internet Explorer, please try via Firefox.

*Degree Ceremonies*

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

Colleagues are encouraged to attend the receptions for graduands and their families which follow or precede the ceremonies relevant to our students.

*Developing New Course Units/ Programmes*

The Faculty of Humanities Teaching and Learning Office provide guidance and templates for new units. Please liaise with Jo Kaiserman in the first instance. See link:
http://www.humanities.manchester.ac.uk/tandl/qa/

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

*Examinations/Assessment*

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

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

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

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

d) *Marking*: is allocated on the WAM 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.

*Funding For Developing Teaching/ Student Support*

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

*Graduate Teaching Assistants (GTAs often referred to as TAs)*

Social Sciences employ over 150 TAs to deliver seminars/ tutorials to first and second year undergraduates and we could not cover the teaching without them. They are therefore an intrinsic part of the teaching team and need to be supported.

**Course Convener/ Course Unit Director Responsibilities**

1. Arrange a briefing meeting before the start of the relevant semester to allow the Teaching Assistant (TA) adequate preparation time. If there is a team of TAs covering a large course, meetings should be held as a group.

2. Meetings should include:

- A review of each tutorial: subject matter, learning outcomes, discussion points, etc.
- Clear guidance on the course unit timetable, teaching methods, course unit resources and expectations
- Guidelines on how to deal with late-comers, non-attendance and unprepared students
- How to deal with student enquiries.

3. Ensure TAs have BB access (via appropriate UG Office) and include their contact details, office hours on course BB.

4. Introduce the TA(s) to the student group, ideally during the first lecture, to send a message that they are part of the teaching team, specialists in their field and have received training.

5. Ensure TAs have access to all essential reading and lecture material and provide tutorial questions and solutions in good time and be realistic in amount of preparation TAs have to do in the amount of time designated for preparation.

6. Ensure that TAs know their responsibilities and what tasks the contracted hours should be spent on.

7. Provide sufficient course unit specific training for any marking and feedback to be done by TAs.

8. Be available in case TAs have questions and answer emails promptly (in particular be pro-active in providing support to TAs).

9. Be responsible for any marking and feedback that is undertaken by a TA and evaluate their contribution to this task. If a TA is given authority to provide feedback on Blackboard, then this must be moderated to ensure that all feedback is of the same quality.

10. Provide constructive feedback on teaching through the peer review of teaching process, including the completion of a Peer Review of Teaching form which should be shared with the TA early in the semester.

11. TAs should be named within the unit survey to ensure that the students have the opportunity to feedback on the teaching of the TA.

12. Where appropriate direct the TA to opportunities for further development and advice the Department's and School's TA Co-ordinators of any additional training needs.

13. Should the relationship with the TA not be productive and communication channels fail, the situation should be reported to the Department's and School TA Co-ordinator.

14. If marking of end-of-year assessment is allocated to a TA, ensure they are aware of marking deadlines, schemes and standards.

15. TAs should not provide references for students, references are provided by academic members of staff.

*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.  For Law and Criminology the current practice is to offer three hours a week, two for academic advisors and one for students attending modules/ course units.  Preferably these should be on different days.  Appointments are usually made via email.

*Online teaching support*

https://www.staffnet.manchester.ac.uk/tlso/teaching_and_learning_remotely/

New principles and resources are available to help with the ongoing development of blended teaching and learning provision for the new academic year.

The principles and guidance are designed to support the delivery of a consistently high-quality educational experience for our students, and give you access to some of the best practice from across the Faculty and external sources.

We know people are already delivering some outstanding online and blended teaching, and we encourage you to continue this excellent work through the ongoing development of creative and engaging teaching models for 2020/21 and beyond.

The principles have been developed by the Faculty Taskforce, bringing together academic, eLearning and PS expertise from across the Faculty.

All tools and resources, such as templates, training and learning technology, are housed on our dedicated e-learning site – a one-stop shop where you can access all materials.

It is a live resource that will make readily accessible good practice and advice from across the Faculty. We appreciate that this type of teaching is new to some colleagues.  With that in mind, support with the development of course materials will be available from Faculty and School eLearning Teams who are here to help guide you through this.

The development of these resources is an iterative process.  As you create new materials, please share your best practice via School representatives on the Faculty Taskforce.

Through these principles and guidance the aim is to give you certainty where we can and flexibility to accommodate individual requirements where possible.

*Unit Surveys (Teaching Assessment)*

It is University policy that the teaching of course units be regularly assessed by means of student unit questionnaire which are within Blackboard.

*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.  There is no obligation to offer a reading week, although the School has recommended it for general adoption on undergraduate courses. However, there *is* an obligation to put clear information in your course outline as to what policy you are following in this matter.

*Semester Dates*

Current year key dates.

*Welcome Week*

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

*Work and Attendance*

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

# RESEARCH

**Research Expectations**

The current general expectation is that colleagues (teaching and research contracts) produce at least 4 high quality publications (likely to be ranked 3* and 4* in REF terms) within a REF period, and that those without external research funding submit at least one high quality application for such funding within a three year period (e.g. for a research grant, fellowship, business collaboration etc). This has been revised but is awaiting approval.

At annual PREP meetings, P&DRs (Performance & Development Reviews) and mentoring meetings, you will receive clear guidance on "Research Expectations". These cover expectations concerning publications and research grant income, that reflect department norms but which also support the University's Strategic Research goal and expectations.

In the School, department norms are articulated in the Department specific PREP documents, which your Head of Department will be able to share with you.

## *Publications and Open Access Requirements*

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

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

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

For information on how to deposit your AAM, and other areas of Open Access Policy, please see here

## *Research Profile*

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

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

Should you have any questions or require assistance with updating your profile, please contact the Pure Support Team who are able to assist (pure@manchester.ac.uk, tel: 51810)

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

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

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

1. *Sabbatical/Academic research leave scheme.* The University's scheme is for one semester of leave after six semesters in service, or one year after 12 semesters in service.  The School also counts for this purpose any period of continuous service as a temporary lecturer immediately prior to appointment to a permanent post. In order to encourage applications for outside research funding, periods of "bought-out" (unpaid) leave count as 'normal' time for sabbatical entitlement.

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

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

*Research Support Allowance (RSA)*

There is a School allowance for each academic colleague on a research and teaching contract, teaching and Scholarship contract (permanent) for travel and research, currently set at £2,000 per annum. For those on a fixed term teaching only contract, the allowance is £1000 per annum.  Please ask your Department for details on accessing this allowance.  Guidance and principles relating to the RSA can be found here under Research Policies.

Any travel and accommodation requirements associated with individual research support must be booked through Key travel here

Please be aware if you book your travel over the phone there is charge if you book on-line there is no charge**.**

**Career Development Allowance (CDA)**
A CDA is available for the development of an independent research agenda and profile – for staff on **fixed-term** research contracts. The training allowance is currently £500 per annum, calculated on a pro-rata basis

NB: Staff on British Academy Postdoctoral Fellowships, Leverhulme Early Career Fellowships, and Simon and Hallsworth Fellowships are not eligible

*Research Grants & Research Buy-Out*

**Pre-award**
Administrative support for the application of research grants is provided by the Research Hub for the School of Social Sciences. The Research Hub is based on the2ⁿᵈ Floor of the Arthur Lewis Building. The School's Research Support Manager is Paula Dalzell and she has a team of Research Support Officers supporting her.

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

Anyone contemplating an application for external research funding should contact the Research Hub at the earliest possible stage. **All applications must pass through a set of formal University procedures.** The Research Hub will provide guidance, including assistance with costing research proposals as per full economic costing. This includes costing and regulations for research contracts and consultancy contracts. The procedures involve: checking with the Research Hub the accuracy of proposed salary and non-salary costs; approval of the application by the Head of Department or the Head of School; completion of the Internal Approval Form which sets out the resources required by the proposed research project and attributes percentage credit across applicants; approval of the RPA form by the Head of Department and/or School; completion of a form concerning any ethical considerations of the research (including a Risk Assessment); and final sign-off prior to submission to the funders by the School Research Office. For grants up to £1 million, colleagues should allow 2 weeks to complete these procedures, especially if the application form requires a statement of support by the Head of School. For grants over £1 million, colleagues should allow 4 weeks, to allow for Faculty and University agreement. The Research Office will not guarantee to submit a proposal if they do not receive the full proposal at least 48 hours prior to the submission deadline.

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

**Post-award**
There is a Grant Management team who are able to assist you with the management of your grant providing PSS support has been costed in. This is led by Pip Walker and is based within CMI in HBS.

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

*Research Fellows*

The School has a history of welcoming Research Fellows.  They fall into three categories: Fellows who are paid by the University e.g. Hallsworth or Simon Fellows or externally funded (e.g. ESRC) Postdoctoral Fellows; unpaid Visiting Fellows from other institutions, typically from abroad; and Honorary Research Fellows who may be former members of staff or have had some working relationship with the School.  Details regarding Hallsworth, Simon or ESRC as well as Leverhulme and British Academy Fellowships can be obtained from the Research Hub, 2nd floor, Arthur Lewis.

*Visitors*

Academic visitors are welcome in the School, subject to availability of space and satisfactory arrangements for covering costs. The Visitor procedure has recently changed and the academic member of staff sponsoring the visit is now responsible for completing the application form for the visitor. School approval has to be given and then HR approval, to ensure that they are a genuine academic visitor and are entering the UK with the right visa. Students cannot be admitted under this route in any circumstance.  Appointment forms visitors are available on the School intranet  under top forms - Academic Visitors.

**POSTGRADUATE RESEARCH SUPERVISION**

**Admissions**

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

**Covid-19 Pandemic**

Due to the current global pandemic we are continually responding to challenges and events and exploring options to alleviate and mitigate the impact of the pandemic on our postgraduate Researchers. Please see https://www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/ where the university responds to issues and provides guidance to our students.

*How Do I Become a Supervisor?*

All our research students are allocated a main supervisor and co-supervisor. We generally try to ensure that both supervisors have some expertise in the subject matter of the thesis but this is not always possible or necessary.  The allocation of work between a main and a second supervisor is recorded in Campus Solutions and may be 50:50; 60:40; 80:20 etc.

Guidance on the role of supervisors is available here.  Colleagues are generally expected to have no more than four full-time PhD students for every member of staff.

*Eprog*

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

*How do I know who I'm supervising.*

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

*How do I find Useful Resources on the PhD Supervision?*

The University, as part of its training and development programme, makes available a number of training sessions on PGR supervision for staff and students. Details can be found here. Some training is provided in the New Academics Programme (for new academics only).

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

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

*Your first meeting with PGR students*

We have two intakes for PGR students: January and September.  Students normally start in September. You should familiarise yourself with the progression milestones in eProg as the milestones give guidance on meeting requirements during the PhD.

At your first formal meeting with your new PGR student, which should take place within two weeks of their arrival, you conduct an *Introductory Planning Meeting*, where a planning schedule should be developed to incorporate targets and deadlines for the completion of distinct stages of work required by the research degree.

In year 1 the student will also return a separate [course unit form](#) signed by you to the PGR Programme Administrator.

Early each year you will also conduct an 'expectations' meeting followed by a researcher development audit.

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

### How Often Should I Meet my PGR Students?

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

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

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

### Setting Milestones and Targets for My Students

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

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

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

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

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

### Monitoring the Attendance and Engagement of Our Students

On a monthly basis main supervisors are required to complete "attendance and engagement" milestones in eProg for each student. You can complete all your upcoming forms altogether in one place in [eprog](#) - select "my research students" and you will see a menu item on the left saying attendance and engagement. Click on attendance and engagement and all your students' attendance and engagement milestones will appear so you can complete them in one go.

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

### PhD/MPhil Holiday Leave Allowance and Authorisation

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

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

### Residency Requirements

Due to covid the normal residency requirements do not apply. Please see https://www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/

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

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

### Deadline to submit thesis

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

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

### Submitting the Thesis

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

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

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

*Additional Resources*

- [School PGR Handbook for students](#)

- [Code of Practice for Research degrees](#)

*Who's Who?*

[PGR Academic Management](#)

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

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

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

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**How can I access my payslip?**

Payslips are stored electronically Log into MyView

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

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

PS Staff – should contact their line manager by telephone.

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

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**I would like to go to a conference, how do I arrange this?**
If the conference is within the semester then you need to seek permission from your HoD in the first instance.  Providing you have funds available in your RSA the conference can be booked via the Department Administrator using the School credit card or claimed back via an online expenses form.

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

Please remember to ensure that you have completed the risk assessment declaration
https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=Il3I6o5M

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| **How do I book travel?**<br>Staff are required to organise any travel (flights/trains) or accommodation using the Key Travel Management system [here](here)<br>**For any journey:**<br>Please remember to ensure that you have completed the risk assessment declaration<br>https://survey.ls.manchester.ac.uk/Login.aspx?SurveyID=88L0nm25 |
| **How do I order stationery or other equipment?**<br>Stationery and other equipment are ordered via your department administrator/ receptionist. |
| **How do I order a computer, laptop or AV equipment?**<br>Desktop PC's are replaced or re-conditioned every 5 years, Laptops usually every three years. The University will only provide one machine either a desktop or Laptop with docking station. Please contact it-servicedesk@manchester.ac.uk.<br>Purchasing laptops out of RSA is not permitted unless there is a compelling research reason and permission has to be granted by HoS. |
| **How do I report an issue with my computer?**<br>For any problems or other IT related issues, you can contact the IT Service Desk.  They can be found at www.itservices.manchester.ac.uk. They can also be contacted on 65544 |
| **How can I get extra space on my P: drive:**<br>Online forms for both P: and email quota increase can be found by going to<br>www.itservices.manchester.ac.uk/help/<br>click on Knowledge Base and use the search facility |
| **How can I set up voicemail and use other functions on my phone?**<br>Please visit the website at www.itservices.manchester.ac.uk/our-services/communication/telecoms//<br>For instructions on how to use the functions of your telephone. |
| **Email lists**<br>You will find that you are automatically a member of some email lists such as the University of Manchester all staff emails via which you will receive the weekly eUpdate and other important communications.<br><br>If you are a new member of staff please let your Department Administrator know your email account is active so you can be added to your department distribution list.<br><br>Everyone in this school is automatically a member of the SoSS all staff list and humanities all staff list.<br><br>You can check what lists you are on at http://listserv.manchester.ac.uk/ |

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

There are a number of meeting rooms available to book within ALB & HBS.  Please email
sossresources@manchester.ac.uk.

For rooms in Williamson please email hannah.mooney@manchester.ac.uk

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

**Where can I find a photocopier?**
The photocopiers are located in the Office Service Areas next to the pigeonholes on second, third and fourth floors ALB, In HBS machines are located within the larger offices and in Williamson it is in 3.47.  Instructions are posted on the notice boards in each area.  You need your staff card to use the photocopiers.

**How can I obtain a permit for the car park?**
Contact the Car Park Permit Office on 0161 275 2231 or carparking@manchester.ac.uk

**How can I find a porter or cleaner?**
The porter's lodges in ALB, HBS and Williamson can all be found on the ground floor in the respective building.

**How do I report a maintenance issue?**
You can report any maintenance issues to the School Resources Office (Williamson & HBS Buildings, Heather Richards – heather.richards@manchester.ac.uk.  Arthur Lewis Building, Michelle Kelly – michelle.kelly@manchester.ac.uk), or if out of hours the University Estates Helpdesk.  They can be contacted on 0161 275 2424 (internal 52424) or estates@manchester.ac.uk

**How do I claim for expenses?**
Follow the steps below:
- Colleagues seeking reimbursement for expenses of any kind must complete an on-line claim form.  Other types of expenses are still submitted via paper forms.
- You must use valid and correct activity codes along with task code in case of projects.
- Upload photographs or scanned copies of original receipts (retain the receipts for 7 years in case of HMRC audit).

https://www.staffnet.manchester.ac.uk/human-resources/current-staff/pay-conditions/expenses/

**How do I employ staff?**
If you need to employ staff in whatever capacity casual or a new permanent post, please consult the School Resources Office.

**What do I do if I suspect a student has plagiarised?**
If you suspect a UG student has plagiarised, please contact the programme administrator

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

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

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

# APPENDIX 1: SCHOOL PROFESSIONAL SERVICES (PS)

Hyperlinks take you to the intranet to see names of staff in the teams and their email address.

### Teaching, Learning and Student Experience

Teaching, Learning and Student Experience administration has to two hubs one that support undergraduate students and a hub that will support postgraduate students (PGT and PGR). There will be a UG hub based in Arthur Lewis on the ground floor and a PG Hub based in 3.05 Williamson. Overall leadership and management of UG support will be provided by Amanda Brereton and Bernadette O'Connor for PG support.

[Undergraduate Team](#)

[Postgraduate Team](#)

### Student Support Services

Student Support Services is a dedicated team responsible for student welfare issues, disability support and student experience. This team also supports academic advisors with assisting students and providing academic advisor packs at the beginning of the academic year. The team is led by Paul Smith who has three Welfare Officers and two Student Support and Engagement Officers. The team are split between the third floor Williamson and the ground floor ALB.

Team are under [Undergraduate Team](#)

### School Resources

Carla Liburd (Head of School Resources) will provide the leadership and management of School Resources. Her team will work closely with the HoS, HoSO and HoDs and to support central activities such as HR (appointments, contract renewals, Teaching Assistants, new arrivals, Honorary appointments, staff records), School promotion, probation and peer review processes, Health and Safety and Estate business (including major Projects and room allocation/preparation) and related work. The Management Information Officer supports SLT and HoDs in terms of building management information systems as well as manipulating data. The team also includes Department Administrators, Reception support and Technical Support to the Granada Centre.

**Department Administrators**
The departmental administrators provide diary management for the HoDs, organisation of department meetings and servicing the meetings, organisation of department events, assist with promotion of the department, compile newsletters and calendars of events and coordinate the annual P&DR meetings.  They also deal with financial matters for the departments purchasing goods and services and processing fee & expense claims.

**Reception Support**
The receptionists cover the ground and fourth floor reception desks in ALB providing the first point of contact for students, visitors and members of the public as ALB offices are access via staff card only. They deal with the day- to- day routine enquiries by telephone, email and in person. They carry out some general office duties, photocopying and filing as well as maintaining stationery and printer supplies and order refreshments and AV equipment for meetings across all departments.
[School Resources Office](#)

*Engagement and External Relations*

The team lead by Sarah Tiffany-Dodman is responsible for the development and delivery of the School's external relations and social responsibility strategies. Working with academic and PS colleagues in the School and across Faculty and central teams, this includes providing support for School events such as conferences as well as annual public lectures and engagement with alumni and the professions.

Engagement and External Relations Team

*Widening Participation*

The team 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. Support is also provided for the Pathways to Law programme

WP team

*Justice Hub*

The Justice Hub is academically led by Philip Drake, PS support provided by Sue Gordon and her team. The Justice Hub is located at 188 Waterloo Place.

Justice Hub Team

*Research Support Services*

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

Enquiries to Research Support Officers: AI.researchhub@manchester.ac.uk

Research Support Services

*Grant Management Administration Team (GMAT)*

GMA Team is led by Pip Walker and they provide administration be support for grants within the School, providing that costs have been built into the grant for this support. Pip also plays a proactive role in supporting contract researchers.

GMA Team

*Institutes*

The Institutes - Sustainable Consumption Institute (SCI), Manchester China Institute (MCI), Cathie Marsh Institute (CMI) and the Manchester Institute for Collaborative Research on Ageing (MICRA) have their own Institute Manager who reports to the Head of School Operations as well as the respective Institute/ Centre Director.

SCI Team     MCI Team     CMI Team     MICRA Team

*Finance team*

Responsible for managing the School budgets and advising Head of School, Head of School Operations and Heads of Department on all financial matters. Provides strategic and financial advice to the School's Senior Management Team on all aspects of its activities. Provides monthly and annual management accounts to SLT.

*Finance Team*

*Faculty Staff Supporting SoSS*

**HR Partner – Jenny Knights**
**jenny.knights@manchester.ac.uk**

Jenny Knights is the Schools HR Partner and works closely with all staff throughout the School, supporting managers, teams and staff on HR and people matters. Jenny is responsible for working with the leadership team to identify, develop and implement priorities and associated people plans that support the School in reaching its strategic aims. Jenny works closely with the Head of School, Head of School Operations and Heads of Department. Jenny supports the School operationally on identifying areas that require training or other HR action and applying HR policy, procedure and solutions.

*Recruitment and Admissions*

Support for recruitment and admissions is combined to support UG and PGT Admissions under the Faculty Management with a strong link to the School leadership team. The team will be led and managed by Ashley Hall and based in 2.003a ALB. Amanda Grimshaw is overall in charge of UG Admissions for SoSS and Tania Smith for PGT.
Link to follow

*Marketing and Communications Support including website*

For advice and guidance see

*Teaching Support*

See **Humanites Teaching Academy**

*E-Learning Team*

The team work closely with academic colleagues in SoSS and the wider eLearning community to develop online content and support the innovative use of tools in the VLE to enhance learning and enrich the student experience. The teams email addresses are below.

- elsa.lee@manchester.ac.uk

- mark.lobjoit@manchester.ac.uk

- ray.wilson@manchester.ac.uk

- janean.lancaster@manchester.ac.uk

# APPENDIX 2: LOCATION GUIDE

**Address**

The building address is – Arthur Lewis Building/ Humanities Bridgeford Street Building/ Waterloo Place, Williamson Building, 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 Support Office
- Student Welfare Offices
- Shared teaching rooms
- Granada Centre for Visual Anthropology teaching room and technician
- Shared PGT study suites and Resources Centre
- SEED laboratories
- Staff showers
- Arthur's Brew Café

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

**Second Floor**
- Faculty of Humanities Research Hub
- SOSS Admissions Office for UG and PGT
- SOSS - Social Anthropology
- SOSS - Economics
- SEED Student Information
- SEED Administration

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

**Fourth Floor**
- SOSS - Politics
- SOSS – Engagement and External Relations Team
- SoSS Head of School and Head of School Operations and School Resources Office

**Williamson Building**

Second Floor - CSEP
Third Floor – Law
Third Floor – Postgraduate Hub
Third Floor – Student Support Services
Fourth Floor - Law & Criminology

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

**Basement**
- SEED Workshops

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

**First Floor**
- SEED

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

**188 WATERLOO PLACE**
- Justice Hub

**178 WATERLOO PLACE**
- Manchester China Institute (MCI)

# APPENDIX 3: SCHOOL OF SOCIAL SCIENCES GOVERNANCE

- Faculty
- School Board
- Faculty

- School Promotions Committee
- School Leadership Team
- School Policy & Resources Committee
- Health & Safety

- Teaching & Learning Committee
- Research Committee
- Postgraduate Research Committee
- Social Responsibility Committee

- Strategic Recruitment, Admissions & Portfolio Review Group
- Employability Lead
- Internationalisation Lead
- Business Engagement Lead
- Equality & Diversity Committee

- e-Learning Lead

- Staff/ Student Committees

- Research Institutes & Centres

- Employability Committee
- UG/PGT Regulations Committees

- UG/PGT Programme Committees/ Exam Boards within Depts
- Eight Departments
  Criminology, Economics, Law, Philosophy, Politics, Social Anthropology, Social Statistics & Sociology

# APPENDIX 4: SOSS LEADERSHIP & MANAGEMENT STRUCTURE

**Head of School Finance**
Lizzie Langton

**Head of School**
Brian Heaphy

**Research Institutes**
SCI: Frank Boons
MCI - Peter Gries
CMI: Martin Everett
MICRA: Alistair Burns

**Director SR**
Dimitris Papadimitriou

**Director TLSE**

**Mario Pezzino**

**Heads of Departments**
Criminology -Judith Aldridge

Economics - Akos Valentinyi

Law - Yenkong Hodu

Philosophy - Graham Stevens

Politics - Yoram Gorlizki

Social Anthropology - Andrew Irving

Social Statistics- Wendy Olsen

Sociology - Alice Bloch

**LEADS:**
Internationalisation - Jasem Tarawneh

Business Engagement - Ruby Hammer

e-Learning - Dan Rigby

Employability - Jackie Carter

**Director of External Relations**
Claire McGourlay

**Director of Research**
Andrew Miles

**Director of PGR**
Sophie Woodward

**Head of School Operations**
Alison Wilson

**HR Partner**
Jenny Knights

Head of Teachining, Learning & Students - Jo Kaiserman

PS Staff

Academic Staff