

2023-24

Academic Staff Handbook

School of Social Sciences

Welcome to Manchester



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

**WELCOME TO MANCHESTER
2023-2024 Edition**

This Handbook aims to give new and existing members of staff information on how the School is managed and provide 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 in the following sections:

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: Georgina.Lewis@manchester.ac.uk

See also the University's *Human Resources (known as People and Organisational Development or P&OD)* website:

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

Or the Teaching and Learning Delivery webpages which provide policy, procedure and University guidance:

<https://www.staffnet.manchester.ac.uk/tlso/>

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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 20,000 students and some 1500 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:

Dean & Vice-President

Professor Fiona Devine

Vice-Deans

Teaching, Learning & Students
Research
Social Responsibility & Equality
Diversity & Inclusion

Professor Fiona Smyth (& Deputy Dean)
Professor Maggie Gale
Professor Dimitris Papadimitriou

Associate Deans

Business Engagement &
Civic & Cultural Partnerships
Internationalisation
Postgraduate Education
Deputy AD Research
Student Experience
Flexible & Digital Learning
Realising Student Potential
Portfolio Development
Deputy Associate Dean PGR
Environmental Sustainability

Professor Richard Allmendinger

Professor Angelia Wilson
Dr Admos Chimhowu
Professor Neil Humphrey
Professor Rebecca Hodgson
Professor Sarah Dyer
Dr Christopher Godden
Professor David Spendlove
Dr Stuart Shields
Dr Anke Bernau

Professional Services

Director of Faculty Operations	Hannah Rundle
Deputy Director of Faculty Operations	Emma Rose
Head of Faculty Estates	Michelle Harper
Head of Planning, Compliance & Governance	Nichola Ellis
Head of Faculty P&OD	Fiona Keenan
IT Partner	Caroline Hargreaves
Head of Research Planning & Business Engagement	Jared Ruff
Head of Teaching, Learning & Student Experience	Emma Rose
Head of Faculty Finance	Vicky Skinner
Head of Communications & Marketing	Kate McNamee

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 six 'Units of Assessment' – Anthropology and Development Studies, Economics and Econometrics, Law (including Criminology), Philosophy, Politics and International Studies and Sociology (with Social Statistics) – to the Research Excellence Framework (REF2021). The REF confirmed our reputation as one of the largest, most diverse and successful communities for social science expertise in the UK. We were ranked in the top ten nationally across four of our subject areas, with Sociology coming 3rd, Philosophy 7th, Anthropology 8th, and Politics 8th (Unit of Assessment by overall GPA: Grade Point Average). Economics rose from 16th to 11th on GPA.

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 5300 UG students. At Masters Level there are 1000 students following in-house LLM, MA and MSc programmes. There are over 200 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 Operations. 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 which sits under Research, and a Director of ED&I. All 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	Claire Alexander
Director of Research	Andy Miles
Director of Teaching and Learning	Mario Pezzino
Director of PGR	Michele Berardi
Director of Equality, Diversity & Inclusion	Claire Fox
Director of External Relations	Claire McGourlay
Director of Social Responsibility	Phil Drake
Business Engagement Lead	Luke Graham
Internationalisation Lead	Andreja Zevnic
Environmental Lead	Helen Holmes
Employability Lead	Manuel Mosqueratarri
e-Learning Lead	Dan Rigby
Knowledge Exchange & Impact Lead	Lucy Frith
Research Contracts Staff Lead	Tine Hannemann
Head of School Operations	Alison Wilson
Head of Teaching, Learning & Student Experience	Paul Rowbotham
Head of School Finance	Lizzy Langton
P&OD 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	Rosemary Broad
Economics	Chris Wallace
Law	Javier Garcia Oliva
Philosophy	Graham Stevens

Politics	Yoram Gorlizki
Social Anthropology	Soumhya Venkatesan
Social Statistics	Arkadiusz Wisniowski
Sociology	Vanessa May

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;

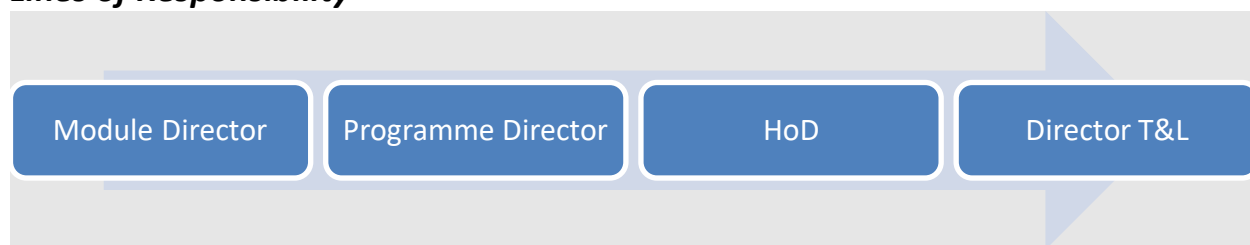
Reward and recognition of exceptional performance.

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



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 People and Organisational Development 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 P&OD 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 2023 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.

Useful information about the University in general is available in the [Welcome Guide](#) and key information about the Faculty is available [here](#).

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 normally be 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

Colleagues are required to record their sickness in an online system called [MyView](#). Staff can record this themselves or ask their line manager to do this on their behalf if they are too unwell or do not have access to the system.

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 and complete the [eight-days-plus Return to Work Form](#).

'Fit note' statements must be posted to a 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 are 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 **must** undertake on-line training in Equality and Diversity Issues:

[Diversity in The Workplace](#)

[Unconscious Bias](#)

[Recruitment and Selection Training](#)

The Staff Learning and Organisational Development team 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 Promotions 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 (4th floor), Booth Street East, Manchester M13 9QS, tel: (0161 30) 6 5806. In the information pack sent to you by P&OD with your contract, you should have received a Pre-Employment Eye Screening form. On completion of the form you will be given an appointment to see one of the Occupational Service Nurses for a check-up. Occupational Health offers information and advice on all aspects of health and safety within the workplace and are always happy to advise.

Disability Issues

Individual members of staff who have personal disability issues they wish to discuss should do so either through their line manager, P&OD (54499), or Occupational Health (65806). 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 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](#)
- [Learning and Development for New Starters](#)
- [Learning and Development for Academic Staff and Researchers](#)

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 Crawford House.

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 the Handbook Appendix 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 of 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 on 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 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 or commitments outside of these hours. 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).

Catering, Drinks & Snacks

There are many food and drink outlets located on University Green nearby the Arthur Lewis and Humanities Bridgeford Street buildings. There is also a café available in the Alliance Manchester Business School building on the ground floor.

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, www.manchester.ac.uk/itservices, or tel: **65544**.

Administration rights on University desktop PCs 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 is 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 explaining that training needs to be completed and providing a link to the Information Governance Office 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 30 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 P&OD. The School Feedback Policy requires that 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
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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 laptops 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 Operations Office at sossresources@manchester.ac.uk for bookings.

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 P&OD Department will refuse to accept the claim. Claims for expenses have to be received within three months of the incurred expenditure.

Equipment such as 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 on the following schedule:

- Arthur Lewis - Monday 1:30 pm

- Crawford House- Wednesday 11:45am
- Humanities Bridgeford Street – Friday 9:15am
- 178 Waterloo Place – Monday 9:30am
- 188 Waterloo Place – Monday 9:50am
- Williamson - Monday 8:20 am

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 Claire Alexander, Arthur Lewis Building room 4.045. Although the first port of call for information and advice is your Mentor or HoD, Claire is willing to be consulted about any School matter. Clare Hunt Clare.Hunt@manchester.ac.uk Claire'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](#)

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 for all environments where you regularly work (i.e. on campus and at home if you work in a hybrid fashion). This should be completed as soon as 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 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

Hybrid working has been adopted widely across the University within the last few years. The University's [Hybrid Working Framework](#) sets out the key principles and provides details on the categories of hybrid working that a colleague's role can fit into, to aid in decision making around working patterns. All our leaders and managers play a role in supporting hybrid working in their teams and enabling our employees to work more flexibly according to their role and the needs of the University. Managers can use Team Charters to support the fair implementation and consistent application of hybrid working across their teams.

Intranet

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

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

IT Services

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

(University of) Manchester Library

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 for Economics, Philosophy, Politics, Sociology, Social Anthropology and Social Statistics and 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/>

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. 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 30)

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

4.07	max capacity 27
4.08	max capacity 44
3.10	max capacity 18

Personal Teaching Timetable

Staff can view their timetable in My Manchester. Please copy the link below and 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 the School Operations office, room 3.05). 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 the 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.

Relevant University Policies

<https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/>

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 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 and staff should ensure that a suitable location is chosen for such meetings. 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.

Showers

In ALB there are showers located on the ground floor which are for use by members of staff and require key code access:

Women's: C123XZ

Men's: C24569.

Each shower also has a coin operated locker. Staff will need to bring their own shower gel, shampoo and towels etc.

In Williamson there is a unisex shower in 3.069. In Crawford House there are two unisex showers in 1.026. In HBS there is a women's shower in 1.72 and a men's shower in 1.055. No code or key is required.

There are no showers in 178 and 188 Waterloo place.

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. 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'.

The University is in the process of transitioning from phone landlines to digital phone services so that you can make and receive external and internal voice calls via Microsoft Teams Voice. The rollout is happening in stages and is due for completion by the end of 2023. There is a [support site](#) providing information and training videos on this, including instructions on how to set up your voicemail.

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 for you to let them in to the secure area.

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 Administrator.

University of Manchester **Business Cards** may be ordered through the department 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.

- 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. Additionally, you must ensure that you have completed any and all necessary risk assessments associated with your travel.
- 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 email address: keytravel-soss@manchester.ac.uk and one of the department administrators will respond and assist. Please ensure you allow an adequate time frame for your booking to be approved.

For issues with activity codes or approvals please contact: travel.helpdesk@manchester.ac.uk

- Key Travel Dedicated Team for everything else

Issues with the online booking tool Online Technical Team	Enquiries regarding booking reservations and complex travel Key Travel Reservations Team
✉: online@keytravel.com ☎: 0844 335 0260	✉: UoM@Keytravel.com ☎: 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 and its Departments have their own websites. If you require an amendment to one of these websites, please submit your request in the Support Portal by following these [instructions](#).

Wireless

All University buildings have Wireless available. For information on how to access them, see [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](#)

E-learning support for academics in SoSS can be found [here](#).

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

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.

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 Paul Rowbotham in the first instance.

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 Assessment and Progression in the Teaching, Learning and Student Experience hub.

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 Assessment and Progression team in the Teaching, Learning and Student Experience hub 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. Please contact Paul Rowbotham in the first instance.

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 (Curriculum and Programmes team) 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 proactive 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.

For further information:

Faculty TA Hub (login required) - <https://www.staffnet.manchester.ac.uk/humanities/teaching-support/ta-hub/>

P&OD TA pages (login required) - <https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/gtas/>

Office Hours Policy

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

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.

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. [My Attendance](#) is the University's online system for recording and monitoring student attendance at timetabled learning activities. All taught students are required to register their own attendance at the start of all timetabled activities. If needed, staff can see and edit a student's attendance record. Recording attendance helps the School identify students who may be struggling so that we can offer support.

Engagement by the student 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).

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)

Research Leave

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. 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 the 2nd 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 visit: <https://www.staffnet.manchester.ac.uk/social-sciences/research/funding-resources/>

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 under research policies www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/ under research policies.

Post-award

There is a Research Operations team who are able to assist you with the management of your grant providing PS 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 Global Mobility (P&OD) 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. Guidance and Appointment forms for visitors are available [here](#).

POSTGRADUATE RESEARCH SUPERVISION

Details of the research interests of prospective students are circulated via email by your PGR Admissions Tutor. Please 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.

How Do I Become a Supervisor?

All our research students are allocated a main supervisor and co-supervisor (or external supervisor). We try to ensure that both supervisors have expertise in the subject matter of the thesis. The eligibility criteria for staff to be appointed as main and co-supervisor can be found in the [Supervision Policy for PGR Degrees](#). The allocation of work between a main and a co-supervisor is recorded in Campus Solutions and may be 50:50; 60:40; 80:20. This is normally confirmed at the start of the PGR's programme or at the change of supervisory arrangement.

SoSS colleagues are generally expected to have no more than four full-time PhD students for every member of staff. The Supervisor toolkit is available [here](#).

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 view all your PGRs in [eProg](#). If you have queries, please email the Doctoral Academy team at hums.doctoralacademy@manchester.ac.uk.

How do I find Useful Resources on the PhD Supervision?

The University Researcher Development team provide several training sessions on PGR supervision online resources to support supervisors. The University also provides support for supervisors who wish to apply for UKCGE Research Supervision Recognition Programme. Additionally, the Faculty runs the annual Humanities [New Academics Programme](#) for new academic staff and academic staff new to the University of Manchester. Please find information in the links below.

- [Researcher Development website](#)
- [Humanities New Academics Programme](#)
- [Supervision Policy for PGR Degrees](#)

More information including PGR Supervision Policy, Supervisor Toolkit, guidelines, training and online resources can be found in [PGR StaffNet](#).

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

We have a dedicated induction page for our PGRs which includes their timetable for the welcome and induction week in the [PGR handbook](#).

Your first meeting with PGR students

We have two intakes for PGRs: January and September. The majority of PGRs start in September. You should familiarise yourself with the progression milestones in eProg which give you guidance on the academic requirements that the PGRs should meet during the PhD.

At your first formal meeting with your new PGR, which should take place within the first month of the start of the programme, you should 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.

Some PGRs are required to attend compulsory taught courses depending on their programme requirements outlined in the handbook. Some PGRs may wish to attend elective taught courses, in which case they should consult the supervisory team and fill in the online request form, available from [Development - School of Social Sciences - The University of Manchester](#).

Early each year you will also conduct an Expectations meeting with the PGR. 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.

The PGR should complete the Researcher Development Needs Analysis (RDNA) annually as outlined in their eProg milestone in conjunction with the supervisors by the end of month 4 of each year of registration. The outcomes of RDNA will inform the PGR's training and development plan for the academic year.

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 PGRs at least one a month. You might find it useful when establishing meeting patterns with the PGR to be aware of the main and co-supervisor responsibility expectations in the [Supervision Policy for PGR Degrees](#).

eProg allows PGRs to record the outcome of meetings with you via the Additional Meeting form and progression milestones. Both PGRs and supervisors can also upload any documents to the PGR's eProg such as submitted work, draft reports and feedback.

Colleagues are expected to supervise their PGRs 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

Faculty of Humanities requires PGRs to attend two progress reviews each year. Please follow your Department guidance on progression reviews. The review will determine whether PGRs have achieved the academic standard set out in the programme to continue.

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

Any PGR 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 academic year. If they are unable to meet the programme requirements, the School or review panel may recommend registration discontinuation.

PGRs on non-standard PhD programmes such as joint Manchester-Melbourne PhD, PhD Data Analytics and Society (DAS CDT) and PhD Biosocial Sciences (Soc-B CDT)

As the arrangements for dual PhD are unique to the programme, supervisors of PGRs who register on dual PhD programme (both Manchester- and partner-based) will receive specific instructions from the Doctoral Academy outlining specific responsibilities for the PGRs including the management of registration, attendance and progress monitoring, change of circumstances/programme, examination.

CDT programmes also have specific programme requirements including the PGRs' attendance of workshops and courses provided by consortia partners. Therefore, specific information will be provided by the Doctoral Academy where appropriate. Please contact hums.doctoralacademy.cdt@manchester.ac.uk if you have queries about these programmes.

PGRs experiencing problems (including PGR change of circumstance applications and referral to DASS, Occupational Health and Counselling and Mental Health Services)

Information about how supervisors can support PGR mental health and wellbeing is available from Supervisor Toolkit and other resources including Student Mental Health Matters training and Student mental health crisis pathway. Please see [Doctoral Academy supervisor](#) webpage for information.

When a PGR discloses a disability, physical or mental health issues which have affected/will likely affect them for a prolonged period, qualifying them under the legal definition of disability, a University staff member should immediately **discuss a referral** with them. More information can be found on [DASS website](#). The PGR may agree to be referred or decline the referral. If declined, a record should be made on the student file. Please [see StaffNet](#) for information.

If you have a student who should be referred you can contact the Doctoral Academy.

PGRs who experience mitigating circumstances can apply for change of programme eg interruption, extension or change of academic load. The application should be initiated by the PGR and authorised by the supervisor. When received by the Doctoral Academy, the application will be taken forward to the School PGR Director for consideration. In some instances, applications may be escalated to the Deputy Associate Dean who considers applications on behalf of the Faculty PGR Committee. For illness periods lasting less than 4 weeks, the University expects the PGR to catch up on their progress without seeking a formal interruption approval. Please refer to the [PGR handbook](#) for information.

Study leave and fieldwork

PGRs may seek periods of study away e.g. for placement, overseas institutional visit and exchange. The application should be initiated by the PGR and authorised by the supervisor. When received by the Doctoral Academy, the application will be taken forward to the School PGR Director for consideration. Please refer to [PGR handbook](#) in these cases.

For fieldwork, it is essential that all fieldwork periods are carefully considered by the supervisory team to ensure that the PGR has a plan in place, risk assessment has been carried out and research ethics

approval has been obtained. The University also requires the fieldwork location in case of emergency or incident. Please refer to [the PGR handbook](#) for information about fieldwork approval process.

Other changes

PGRs may apply for other changes such as supervisory change, change of programme/school, early submission and increase to thesis length beyond policy limit. Please refer to [PGR handbook](#) in these cases.

Monitoring the Attendance and Engagement of Our PGRs

On a monthly basis main supervisors are required to complete “attendance and engagement” milestones in eProg for each PGR. 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 - “Attendance and Engagement Task” which will display all outstanding PGRs’ attendance and engagement milestones which you can complete in bulk.

This is especially important as these milestones are referenced for the purpose of meeting the attendance and engagement requirements stipulated by UKVI (for PGRs on student/tier 4 visa) and other agencies including funding bodies and sponsors.

Holiday Leave Allowance

PGRs 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. PGRs receiving sponsorship are expected to bear in mind their obligations to the sponsor and consult the policy of their sponsor when planning leave. There is no requirement to formally record holiday leave periods you authorise but PGRs should not take leave without your knowledge.

Funding

The School provides budget to support in-programme development activities and purchases such as training, conference attendance and fieldwork. PGRs should consult their supervisors in applying for funding support. PGRs who are funded externally should apply for funding from their provider (eg NWSSDTP, NWCDTP, Soc-B CDT, Data Analytics CDT). The external funder’s provision may differ from the School provision. Please see [PGR handbook](#) for information.

Residency Requirements

In normal circumstances, the University requires PGRs to reside within a commutable distance from Manchester during their time as a registered PGR, 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 Doctoral Academy, together with the full support of the supervisor(s). The University reserves the right to reject such a request where it is considered that the residency could have a detrimental impact on the progression and engagement of the student.

Thesis Submission Deadline

PGRs are encouraged to submit their thesis within their prescribed programme. If a PGR does not submit their thesis within their prescribed programmes (3, 3.5 or 4 years full-time or part-time equivalent), they may apply to register for the Submission Pending Period (SPP) subject to eligibility set out in the [Submission Pending Procedure for PGRs](#) and depending on the programme’s stipulation.

PGRs are permitted to register on the Submission Pending Period if they have demonstrated that they have concluded their research work and will require SPP for the purpose of thesis preparation. Where there are mitigating circumstances, they may can [apply for an extension](#) to the prescribed programme or if they are already in SPP, an extension to the thesis submission deadline.

Thesis submission and examination

Information about thesis examination process is available in Thesis Submission section of the [PGR handbook](#). A PGR intending to submit their thesis for examination will complete the “Notice of Submission form” located in the ‘My 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 in the [Nomination of Examiners and Independent Chairs for PGR Degrees Examination Procedure](#).

Additional Resources

- [School PGR Handbook for students](#)
- [Code of Practice for Research degrees](#)
- [Supervisor Toolkit](#)

Who’s Who?

- [PGR Academic Management](#)
- [Doctoral Academy](#)

Contact details

- General enquiries: Hums.doctoralacademy@manchester.ac.uk
- Change of circumstances/programme: Hums.doctoralacademy.support@manchester.ac.uk
- Disability: Hums.doctoralacademy.dc@manchester.ac.uk
- CDTs: Hums.doctoralacademy.cdt@manchester.ac.uk
- Doctoral Academy telephone: 0161 275 1200

[PGR Academic Management](#)

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 School Operations Manager, Deputy School Operations Manager, Head of School Operations, or the People & Organisational Development Office on 54499.

How can I access my payslip?

Payslips are stored electronically [Log into MyView](#).

What do I do if I am sick or unable to attend work for another reason?

Arrangements should be made to contact an appropriate person to inform them of your absence and when you expect to be able to return.

Academic Staff – should contact their Head of 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.

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 a claim form [online within MyView](#).

Please remember to ensure that you have completed the risk assessment declaration <https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/>

How do I book travel?

Staff are required to organise any travel (flights/trains) or accommodation using the Key Travel Management system [here](#)

For any journey:

Please remember to ensure that you have completed the risk assessment declaration

<https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/>

How do I order stationery or other equipment?

Stationery and other equipment are ordered via your department administrator.

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

Laptops are usually replaced every five years. The University will only provide one machine – usually a Laptop. Please contact it-servicedesk@manchester.ac.uk.

Purchasing laptops out of RSA is not permitted unless there is a compelling research reason and permission has to be granted by HoS. If you require specialist equipment due to an accessibility issue, please contact soos.dse@manchester.ac.uk

How do I report an issue with my computer?

For any problems or other IT related issues, you can contact the IT Service Desk. They can be found at www.itservices.manchester.ac.uk. They can also be contacted on 65544

Email lists

You will find that you are automatically a member of some email lists such as the University of Manchester all staff emails via which you will receive the weekly eUpdate and other important communications.

If you are a new member of staff please let your Department Administrator know your email account is active so you can be added to your department distribution list.

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

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

How do I book a meeting/teaching room?

To book a meeting room outside of the School of SoSS, requests can be made via:

<http://www.estates.manchester.ac.uk/services/centralteachingspaces/ourservices/roombooking/>

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

If there is a need to book an extra room for teaching please do not use the web link above. Doing so would result in the booking not appearing on student or staff timetables. Please liaise with the Curriculum and Programmes team 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 Operations Team (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).
- Claims have to be submitted within three months of the expenditure being incurred.

<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 Operations 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

See <http://www.tlso.manchester.ac.uk/appeals-complaints/conductandAreaofstudents/> for academic malpractice guidance.

What is peer review?

Peer review is a process whereby another colleague observes your teaching practice and provides feedback. All staff should have a review every three years and probationary staff should have a review every year.

The School Peer Review Policy can be found [here](#).

What is eProg?

The University has adopted an electronic progression monitoring system and skills training catalogue called eProg. This system is for postgraduate researchers and their supervisors to enable them to monitor progress throughout the programme. For more information on this, please visit the [eProg pages](#).

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

Intranet accessed by your own user name and password

<http://staffnet.manchester.ac.uk/social-sciences/>

APPENDIX 1: SCHOOL PROFESSIONAL SERVICES (PS)

Teaching, Learning and Student Experience

Teaching Learning and Student Experience is organised in four functional teams:

- Student Service, Development & Support has a Student Information and Guidance team as well as a Student Support & Wellbeing team.
- Teaching & Learning has an Assessment & Progression team and a Curriculum & Programmes team.

Teaching, Learning and Student Experience administration supports undergraduate students and postgraduate students (UG and PGT). There will be a new student hub based in Arthur Lewis on the ground floor, which will open in October 2023.

[TLSE Structure](#)

[Student Information, Advice & Guidance](#)

[Student Support & Wellbeing](#)

[Curriculum & Programmes](#)

[Assessment & Progression](#)

[Help and support - School of Social Sciences - The University of Manchester](#)

PGR Progression

Support for PGR Students is provided by the Doctoral Academy, based in the Ellen Wilkinson Building. The Doctoral Academy provides support for all PGR students within the Faculty of Humanities and covers the following activities: recruitment and admissions; progression; fieldwork; administration of scholarships (internal and external) and examination. The Doctoral Academy staff will work closely with the Director of PGR and supervisors. PG students are located within the department, and will receive some support from the department administrators and assistants for procurement requests and travel bookings.

School Operations Team

Georgina Lewis-Vasco in the School Operations Manager and is supported by her deputy Carla Liburd. 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 Analyst supports SLT and HoDs in terms of building management information systems as well as manipulating data. The team also includes Department Administrators, Reception support.

Department Administrators and Assistants

The departmental administrators and assistants provide support to the department academics through activities such as organisation of department meetings and servicing meetings, diary management for the HoDs, recruitment, 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, processing fee & expense claims and general administrative duties.

School Operations 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. Sarah is also the senior manager for the Justice Hub.

Engagement and External Relations Team

Justice Hub

The Justice Hub is academically led by Philip Drake, PS support provided by Jade Engelbrecht 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: Al.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) and Cathie Marsh Institute (CMI) 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](#)

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 and SPRC.

Finance team

HR Partner – Jenny Knights

jenny.knights@manchester.ac.uk

Jenny Knights is the Schools People & OD Partner (P&OD) and works closely with all staff throughout the School, supporting managers, teams and staff on 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 Operation, School Operations Manager and Deputy and Heads of Department. Jenny supports the School operationally on identifying areas that require training or other P&OD action and applying P&OD 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 is based in 2.003a ALB. Amanda Grimshaw is overall in charge of UG Admissions for SoSS and Tania Smith for PGT.

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. Where possible they recommend staff contact them using either the Zoom drop in or the Support Desk ticketing system.

The below site contains information on how best to contact us for quick questions:

<https://www.staffnet.manchester.ac.uk/humanities/teaching-support/elearning/services/>

Updates are provided to SoSS staff on the link below if anyone wishes to speak with eLearning in greater depth.

<https://sites.manchester.ac.uk/sossteachlearn/resources/elearning/elearning-team/>

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

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 - Methods@Manchester
- SOSS - Philosophy

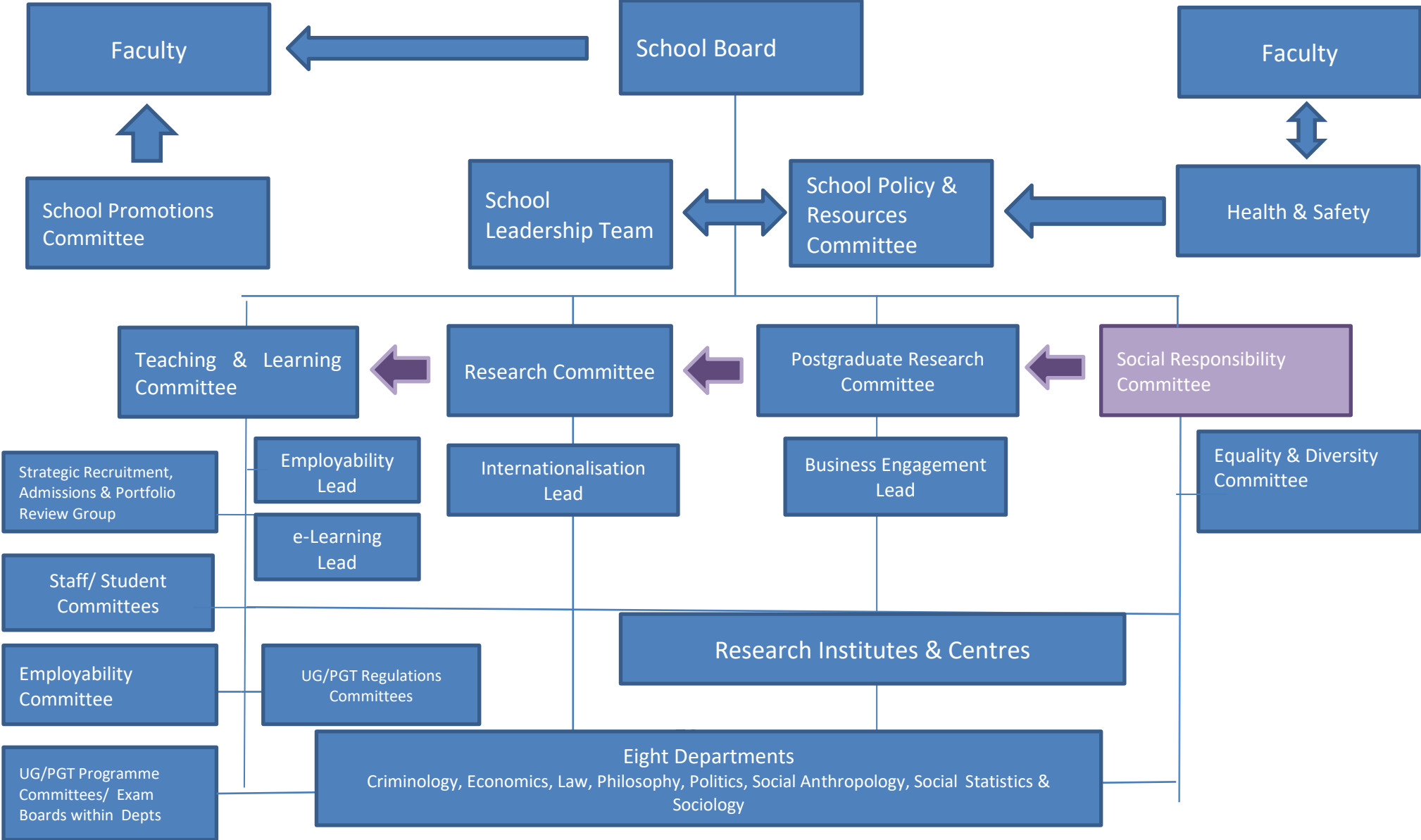
188 WATERLOO PLACE

- Justice Hub

178 WATERLOO PLACE

- Manchester China Institute (MCI)

APPENDIX 3: SCHOOL OF SOCIAL SCIENCES GOVERNANCE



APPENDIX 4: SOSS LEADERSHIP & MANAGEMENT STRUCTURE

