

# Staff Update

Exclusively for staff at The University of Manchester

## DEADLINE APPROACHES IN SEARCH FOR UNIVERSITY'S OUTSTANDING TEACHERS



### The University has started its search for outstanding members of staff as part of the Teaching Excellence Awards scheme.

The awards, which are part of the University's teaching and learning policy framework, are designed to recognise those staff who have demonstrated a significant and sustained commitment to excellence in the field of teaching.

In addition to the general category, submissions can fall into three other areas, recognising staff in a support role, 'rising stars' or significant innovation.

Changes to the awards are designed to show the University's appreciation of excellence by teaching staff on a wider scale.

Winners of the awards will receive a grant of £5,000, which can be used to develop their teaching or their career.

Last year the winners were senior language tutor Dr Elena Polisca, from the School of Languages, Linguistics and Cultures; senior teaching fellow Elizabeth Shearer, from the Faculty of Life Sciences; lecturer Max Jones, from the School of

Arts and Histories and Cultures; and Simon Perry, who is the MSc Programme Director and Teaching and Learning Manager in the School of Chemical Engineering and Analytical Science.

The closing date for the 2008/09 Teaching Excellence Awards is Saturday 31 January, 2009. However some Faculties may have set earlier dates as part of an internal decision-making process.

In the first instance, anyone who wishes to nominate a colleague is advised to talk to appropriate staff within the School or discipline.

Ultimately entries will be judged by Professor Colin Stirling, the Vice-President (Teaching and Learning) and the Teaching and Learning Group. Up to six awards will be made.

Further information about the Teaching Excellence Awards – and contact details for Faculty staff supporting the development of cases - can be found at:

[www.campus.manchester.ac.uk/tlso/excellence](http://www.campus.manchester.ac.uk/tlso/excellence)  
Alternatively, general enquiries about the process can be made to:  
[teaching.excellence@manchester.ac.uk](mailto:teaching.excellence@manchester.ac.uk)

## OPEN MEETING WITH THE PRESIDENT

### An open meeting for staff is to consider the impact of the global financial climate on the University.

At the event the President and Vice-Chancellor Professor Alan Gilbert will deliver a short presentation on 'The Global Financial Climate and its Impact on The University of Manchester'.

Then staff will have the opportunity to have their own concerns addressed, with a question and answer session.

The Open Meeting for University staff will be held at 12.30pm on Friday 5 December 2008 in the Cordingley Lecture Theatre, in Humanities Bridgeford Street Building.

Places at the meeting are limited and will be allocated on a 'first come, first served' basis.

## CHRISTMAS PAYROLL DEADLINES

### Noon today (Monday 1 December, 2008) is the deadline for staff and external fees and expenses to be paid before Christmas.

Correctly completed documentation received by noon will be paid by Monday 22 December, 2008.

All weekly permanent and casual staff need to submit their timesheets into the payroll office by 4pm on Monday 15 December, 2008.

Any queries should be addressed to faculty payroll teams.



## OPPORTUNITY FOR STAFF TO DISCUSS UNIVERSITY STRATEGY ON EQUALITY AND DIVERSITY

**A senior academic will host an open meeting for staff this week focussing on equality and diversity.**

At the meeting, Professor Aneez Esmail, Associate Vice-President for Equality and Diversity, will talk about the University's progress against its equality and diversity strategy. And then he will answer questions from members of the audience.

Last month senior academics and administrators from around the University met for the annual Equality and Diversity Conference.

Led by Professor Esmail, the event tackled the issue of recruiting to senior positions across the campus. And it also saw the launch of a new set of guidelines called 'Promoting Diversity in Senior Academic Recruitment'.

"One of the most significant impacts we can make in changing the profile of the demographics of the University is in the area of recruitment and selection," said Professor Esmail.

The Open Meeting will be held at 1pm, on Tuesday 2 December, 2008, in G47, Williamson Building, on Oxford Road.

All members of staff are welcome, but please note that seats will be allocated on a 'first come, first served' basis.

More information about the University's equality and diversity strategy at:

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

## PHYSICIST WITH A TALENT FOR FICTION WINS LITERATURE PRIZE

**Emeritus professor of Physics John Latham has picked up a number of awards for his research – but now he's been recognised for his writing.**



Professor Latham – who is an internationally acclaimed physicist, meteorologist and who has been a consultant to NASA – has a talent for writing stories and plays.

In the past he has had 10 stories and three full-length plays broadcast on BBC national radio stations. And now he has won the High Sheriff's Cheshire Prize for Literature for a children's story, called Magnifying Glass.

Professor Latham now splits his time between his Cheshire home and Colorado, where he is a Senior Research Fellow for the National Centre for Atmospheric Research in Colorado

As a research scientist, John – who began spending part of his year in the USA in 1988 – has been awarded several medals by the Royal Meteorological Society. For eight years was President of the International Commission on Atmospheric Electricity.

## STAFF MAKE THE GRADE AT GRADUATION CEREMONY

**Staff from the University took centre stage at Stockport College, when they graduated from a series of management courses.**

The professional staff members have been attending regular weekly classes at the University, that addressed topics such as leadership, managing change, professional development and communication.

And now they have been rewarded for their hard work with BTEC Professional Certificate in Management Studies and BTEC Advanced Professional Certificate in Management Studies.

Denise Fieldhouse, Staff Development Adviser with the Staff Training and Development Unit, said: "The aim of the qualifications is to help managers and aspiring managers to develop the skills they need.

"These are demanding courses – which staff have to balance with the challenges of their jobs and other commitments. We are proud that so many staff have taken the opportunity to continue with their development."



Pictured are Tyrrell Basson, Roz Dutton, Catherine Barrow, Caroline Connolly and Alison Howard.

Tyrrell, Roz and Caroline completed the BTEC Professional Certificate in Management Studies. Catherine and Alison completed the BTEC Advanced Professional Certificate in Management Studies.

More information about the courses offered by the STDU can be found at

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

## ACADEMIC WINS AWARD FOR CORROSION SCIENCE WORK

**Professor George Thompson has been awarded the Royal Society of Chemistry Award for Corrosion Science.**



Professor Thompson – from the School of Materials, Corrosion and Protection Centre – has been granted the award in recognition of his significant contributions to corrosion science.

His work, assisted by pioneering approaches, has provided detailed consideration of the relationship between materials structure, properties and performance, including corrosion control strategies through surface and near-surface modification.

## DENTISTRY HONOUR

**Keith Horner, Professor of Oral and Maxillofacial Imaging in the School of Dentistry, has been awarded a Doctorate of Odontology by the University of Malmö in Sweden.**

The honour was granted in recognition of the long-standing research collaborations between Professor Horner and the staff of the Oral Radiology Department at Malmö University.

## SUPPORT FOR ACADEMICALLY-LED CONFERENCES

Members of the STARS conference team are holding a number of roadshows across the campus, as part of a drive to boost the number of international conferences hosted at the University.

The team members are currently working across the campus on conferences worth in excess of £1.1million to the University.

And they are keen to support academic departments further in identifying and attracting international academically-led conferences to the campus, in line with the 2015 goal of achieving high international standing.

Further information is available throughout the year at a number of roadshows. The next one, on Tuesday 9 December, 2008 will be held at the Samuel Alexander Foyer - (Lime Grove Entrance) between 12 noon and 2pm.

Alternatively more information is available from Sarah Evans and Jane James on 64108 and 52284 or can be found at: [www.meeting.co.uk/confercare](http://www.meeting.co.uk/confercare)

## A SPORTING APPOINTMENT

**Sarah Hadlow has been appointed as Administrations Officer for Sport.**

She will be a key member of the sport team, who will be dealing primarily with the Talented Athlete Scholarship Scheme.

## CAROLS FOR CHRISTMAS

The University Staff Carol Service will be held in the Whitworth Hall, at 12.30pm on Tuesday December 23, 2008. All Welcome.

## NEW ARRIVAL

**Congratulations to Rebecca Lowe from the Centre for Suicide Prevention on the birth of her daughter Poppy Sophia.**



Poppy was born on 8 September and weighed in at 5lb 1oz.

## ONLINE INTELLECTUAL PROPERTY AWARENESS RESOURCE

**A new guide to intellectual property (IP) is now available online.**

The new IP Awareness Resource has been launched by the University's intellectual property commercialisation company (UMIP), after being co-developed with Eversheds LLP.

Targeted at academics and research staff, the resource is designed to increase awareness of IP and demonstrate the benefits of its commercialisation to the University and the IP generator.

It features a video introduction by Professor Rod Coombs, Vice-President of Innovation and Economic Development. It can be found at: [www.manchester.ac.uk/IPresource](http://www.manchester.ac.uk/IPresource)

Complementary pdf downloads available from the UMIP website include Guides on: IP and Confidentiality, Consulting, Research Contracts, Academic Materials & Publishing and an IP Workbook. They can be found at: [www.umip.com/research](http://www.umip.com/research)

## HARMONIOUS LUNCH-BREAKS LAUNCHED

**A series of lunch-time concerts are proving the perfect way for staff to re-charge their batteries in the middle of the day.**

The programme of free events, at the Martin Harris Centre, started in October, with a concert by the 16-strong Northern Harmony, from Vermont, USA.

This season's programme includes chamber music, a cappella vocals and percussion and it is being funded by the Ida Carroll Trust, which promotes the education of the public in the study, practice, knowledge and appreciation of music.

It is also being promoted as a great way to protect staff from stress and to contribute positively to well-being.

Other measures available on campus include stress management training, a programme of sport and exercise initiatives and the introduction of policy on work/life balance, including a range of family friendly policies and counselling.



On Thursday 4 December 2008 at 1.10pm, the programme will include Stanzas for Music, a vocal recital based on the poetry of Lord Byron, given as part of the interdisciplinary 'Adapting Byron' conference being hosted by The University of Manchester's Byron Centre.

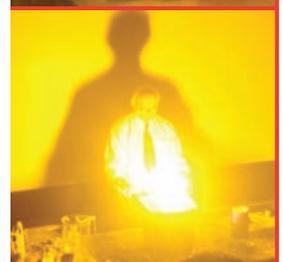
## CHILDREN IN NEED 2008

**Staff and students across the University brought fun to the serious business of raising funds for Children in Need.**

Among them were staff in the Income Office, in the Finance Department, who raised £80.20 for the appeal by dressing up for Hallowe'en.

And in Chemistry there was a whole programme of events - including a bake sale, a staff versus students quiz, a leg waxing session and a chemistry display, called 'The Flash Bang Show'.

Fund-raisers in the department are still collecting funds from the day, but have already raised more than £400 for the appeal.



# Training Update

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## HEI SEMINARS – AUTUMN/WINTER PROGRAMME 2008-09

The next event will be Monday 19 January 2009, with the title 'The University administration; Working together?' presented by the Heads of Academic Services – Ian Bradley (EPS), Neil Ferguson (Humanities), Sally Bray (MHS), Simon Merrywest (FLS).

Places can be booked online or by email to [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk), quoting code BF50.

## ECDL

There are currently places available on the ECDL taught course starting in January. Sessions are run for half a day a week and the full ECDL course takes 30 weeks to complete. To apply, please complete the FE application form at [www.campus.manchester.ac.uk/medialibrary/stdu/fe-heapplicationform08.doc](http://www.campus.manchester.ac.uk/medialibrary/stdu/fe-heapplicationform08.doc) and return it to the STDU.

If you require any further information about ECDL, please contact Stephanie Walters on [stephanie.walters@manchester.ac.uk](mailto:stephanie.walters@manchester.ac.uk)

## STAFF TRAINING AND DEVELOPMENT UNIT – OPEN PROGRAMME

To book a place, go online at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training) or by email to [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk). Please provide your full name, and payroll number / date of birth, or there may be a delay in processing your request.

### DECEMBER 2008

#### HS2: Manual Handling

3 December 2008  
2pm – 4pm

#### AP8: PDR Reviewer Training (Academic-related and support)

5 December 2008  
9.30am – 1pm

#### P12B: The Essential Guide to Application Forms

9 December 2008  
12.45pm – 2pm

#### MS5: Effective Recruitment and Selection

9 and 10 December  
9.30am – 4.30pm  
(You must be available for both sessions)

#### HS75: Safe UV Practice, a user's guide

9 December 2008  
10am – 11am

#### P19: Career Review Workshop

10 December 2008  
2pm – 5pm

#### TTL 41: Presenting at Conferences

11 December 2008  
9.30am – 12.30pm

#### MS20: Developing Your Staff

12 December 2008  
9.30am – 12.30pm

#### HS56: Group Safety Co-ordinators

12 December 2008  
10am – 4pm

#### TL43: Writing Discussion Sections

16 December 2008  
2pm – 3.30pm

#### MS9: Training in Equality and Diversity Issues (TEDI)

17 December 2008  
9.30am – 1pm

#### AP5: PDR Reviewer Briefing (Academic)

18 December 2008  
9.30am – 1pm

### JANUARY 2009

#### AP8: PDR Reviewer (Academic-related and support)

14 January 2009  
9.30am – 1pm

#### HS15: Principles of Risk Assessment

14 January 2009  
9.30am – 12.30pm

#### MS9: Training in Equality and Diversity Issues (TEDI)

15 January 2009  
9.30am – 1pm

#### P28: Springboard Development Programme for Women

4 workshops  
16 January, 20 February, 27 March and 30 April 2009  
(you must be available for all dates)  
9.30am – 4.30pm

#### BF50: HEI Seminar 'The University administration: working together?'

19 January 2009  
12.30pm – 1.45pm  
(places on this session must be pre-booked)

#### HS54: Introduction to Risk Assessment

19 January 2009  
1pm – 4pm

#### TL44: Speaking and Presenting for Non-Native English Speakers

21 January 2009  
10am – 1pm

#### HS19: Health and Safety Management Systems

26 January 2009  
10am – 4pm

#### MS43: Maximising Your Influence

28 January 2009  
9.30am – 4.30pm

#### P32: Presentation Practice

30 January 2009  
9.30am – 1pm

### FEBRUARY 2009

#### HS7: Compressed Gases Workshop

4 February 2009  
9am – 12pm

#### HS7A: Cryogenic Gases Workshop

4 February 2009  
1pm – 3pm

#### HS7B: Practical Sessions Workshop

4 February 2009  
3.15pm – 4.30pm

#### MS9: Training in Equality and Diversity Issues (TEDI)

4 February 2009  
9.30am – 12.30pm

#### HS2: Manual Handling Risk Assessment

5 February 2009  
(date change – previously 3 February 2009)  
9.30am – 12.30pm

#### BF41: Speedwriting

10 February 2009  
9.30am – 4pm

#### HS17: DSE Assessment / Workplace Assessment

10 February 2009  
9.30am – 12.30pm

#### HS55: Risk Assessment Refresher Training

12 February 2009  
1pm – 3pm

#### P30: Presentations for Beginners

13 February 2009  
9.30am – 4.30pm

#### BF50: HEI Seminar 'Delivering, identifying, retaining and supporting excellent students'

16 February 2009  
12.30pm – 1.45pm  
(places on this session must be pre-booked)

#### HS75: Safe UV Practice – a user's guide

16 February 2009  
10am – 11am

#### HS67: Risk Assessment Workshop for Lab based staff

17 February 2009  
9.30am – 12.30pm  
Please note that this is a follow up session for HS15: Principles of Risk Assessment, which you should have attended prior to this session.

#### BF46: Writing in a Clearer Style

17 February 2009  
2pm – 3.30pm

#### AP6: PDR: A Briefing for All Reviewees

26 February 2009  
10am – 12 noon

#### P4: Time Management

26 February 2009  
10am – 4.30pm

### MARCH 2009

#### TL32: Organising Introductions to Academic Articles

3 March 2009  
2pm – 3.30pm

#### MS9: Training in Equality and Diversity Issues (TEDI)

3 March 2009  
9.30am – 1pm

#### BF41: Speedwriting

4 March 2009  
9.30am – 4pm

#### MS43: Maximising Your Influence

5 March 2009  
9.30am – 4.30pm

#### P39: Image Course

6 March 2009  
10am – 4pm

#### HS2: Manual Handling

6 March 2009  
9.30am – 11.30am

#### BF50: HEI Seminar 'Moving the HR agenda forward'

9 March 2009  
12.30pm – 1.45pm  
(places on this session must be pre-booked)

#### Minutes Meetings and Agendas

10 March 2009  
10am – 4pm

# CLIENT SERVICES TRAINING – CORPORATE AND DESKTOP APPLICATIONS

## DECEMBER 2008 AND JANUARY-FEBRUARY 2009

### CAMPUS SOLUTIONS (Student Administration)

Selection of sessions running throughout, to include:

- Introduction
- Assessment and Progression 1 and 2
- Student Records Maintenance 1 and 2
- Course Catalogue and Class Scheduling
- UG Admissions and Offer Making
- PG Admissions

For full courses timetable (updated monthly) and booking information, please see: [www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus)

### DESKTOP (Office Applications)

Selection of sessions running throughout, to include:

- Getting Started with Computers
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Powerpoint

For full courses timetable (updated monthly) and booking information, please see: [www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff)

### DISCOVERER (Reporting)

Selection of sessions running throughout, to include:

- Discoverer Student Records
- Discoverer Admissions
- Discoverer Course Units

For full courses timetable (updated monthly) and booking information, please see: [www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer)

### LIVELINK (Document Management)

Single session running throughout:

- Livelink Basics

For full courses timetable (updated monthly) and booking information, please see: [www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/livelink](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/livelink)

### ORACLE (Financials)

Selection of sessions running throughout, to include:

- Raising Requisitions
- Approving Requisitions
- Projects
- Sales Invoices and Credit Memos

For full courses timetable (updated monthly) and booking information, please see: [www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/finance](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/finance)

### REMEDY (Support Desk / Incident Logging)

These session schedules vary, depending on demand.

- Submitting Incidents

Please contact us by email for details of the latest schedule: [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

### RESOURCELINK (HR/Training Administration)

These session schedules vary, depending on demand.

- New Starter (5 days)
- HR Refresher
- Training Administration

For full courses timetable (updated monthly) and booking information, please see: [www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/resourcelink](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/resourcelink)

## LATEST COURSE NEWS

### New Desktop Sessions

We have recently re-launched our Desktop training courses, covering some of the core Microsoft Office programs as well as a basic 'Getting Started with Computers' course, for users who are new to PCs or in need of some confidence building. Most of our new Desktop courses are mapped to the relevant ECDL exam syllabus ensuring that the course content is appropriate. Please check our website (as listed above) or contact us via the email address given below for further information.

### Oracle Financials

In order to ensure that all trainees have been authorised to view and use the Oracle Financials data, please be aware that in order to book a place on any of the Oracle Financials training sessions you must have been granted access to the system. This is done by submitting a BAS Access Request (see below). Once this has been processed and authorised, you can then contact us to be booked onto the relevant training. It is imperative that you state your 4-digit BAS Access Request ID when making bookings with us, as without this we are unable to place you on any of the sessions.

### Livelink

As we do not use a 'sandpit' area for Livelink training, please be aware that in order to book a place on any of the Livelink sessions you will first need to have been granted access to the system. Without appropriate access you will be unable to log-in at the training session. Access to Livelink is requested by submitting a BAS Access Request. Once this has been processed and authorised, you can then contact us to be booked onto the relevant training. Please remember to state your Livelink Username (not password) when making bookings with us. We will then be able to grant you access to the necessary folders used within the training session. *Please remember to bring your Livelink Username and Password with you to the session as the training team will be unable to assist you on the day.*



## CONTACTS / USEFUL LINKS

### BAS ACCESS REQUEST

This is an online facility whereby you are able to request access to any of the Corporate Applications. When you submit an Access Request a BAS Access Request ID will be generated for you – this is usually a string of zeros with 4 digits at the end. You will sometimes need to have been granted access to a system prior to attending training (see notes opposite on Oracle Financials and Livelink).

<http://helpdesk.man.ac.uk/cgi-bin/BASUserAccess/controlpanel.cgi>

### Course Enquiries / Bookings

**Email** [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

**Web** [www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff)