



University of Sussex

Notes for new members of staff

These notes give some general information about the University and its facilities, which will be of interest to new members of staff. The notes are divided into four sections:

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If you have access to the Internet, you can login on to <http://www.sussex.ac.uk> for further information about the University.

Section A

The University

1. Introduction

The University of Sussex was the first of the seven new universities created in the 1960s. The idea of a University at Brighton dates back to before the Great War but nearly fifty years elapsed before the idea became a reality with the granting of a Royal Charter in 1961. Now, over 40 years later, the University has more than 10,000 students, about 40% of whom live on the University campus, where there are shops and other facilities, including a health centre, two sports centres, games pitches and an arts centre with its own theatre and gallery.

Sir Basil Spence, Bonnington & Collins, with the help of the landscape architect, Dame Sylvia Crowe, advised on and guided the development of the campus from the University's opening in 1961. The natural beauty of the site and its surroundings have always been basic factors in deciding the design and siting of University buildings. The style of architecture which is given unity by the use of local materials, particularly russet brick, has become one of the features of the University.

The campus is planned as a number of closely related zones linked by footpaths, with buildings grouped around several informal courtyards. The largest of these is Fulton Court, named after the University's first Vice-Chancellor. Residential buildings are sited at the North of the campus and social amenities are provided in buildings in the south-west of the Park (Sportcentre and Falmer House), and in and around Bramber House and the student residences. The playing fields, squash courts and Sports Pavilion are sited on the ridge to the east of the main campus.

The University is proud of its successful record of working in partnership with both local and national service providers. The Brighton and Sussex Medical School (BSMS) is one such example. Jointly funded by the Universities of Brighton and Sussex this partnership also includes the involvement of local NHS Trusts.

Based on the established strengths of the Universities, BSMS is committed to creating a forward looking approach to both medical education and innovation in its teaching. Educational and training units are based on all partner sites. For the purposes of this document all references to the 'University' the 'University of Sussex' or 'University staff' will be inclusive and applicable to staff of the Brighton and Sussex Medical School. Where variations in general University procedures occur, specific guidance for Medical School staff is provided in the relevant section.

2. Number of staff

The University currently employs about 2,120 staff, who are divided into the following categories:

| | |
|---|-----|
| Teaching Faculty | 530 |
| Research Faculty | 300 |
| Administrative, Library, Computer and Other Faculty | 400 |
| Secretarial, Clerical, Librarian and Nursery Staff | 600 |
| Technical Staff | 130 |
| Manual and Ancillary Staff | 160 |

3. Transport

The University is situated about four miles from Brighton and four miles from Lewes. It is served by a regular train service from both these towns to Falmer Station (a six minute journey either way) and buses, some of which come onto the campus and some of which stop nearby.

Trains

Falmer railway station is situated only a few minutes walk from the University campus. Direct trains to Falmer run from Brighton, Hove, Lewes, Seaford and Eastbourne. Connections for trains to London and Gatwick can be made at Brighton and Lewes.

Further information on all aspects of train travel is available from National Rail Enquiries on 08457 484950 or at www.nationalrail.co.uk/.

Buses

The University is serviced by a range of different services. All buses can be caught from the main entrance to the University; in addition there are several bus stops within the University campus. Bus travel between stops on campus is free. Brighton and Hove Bus Company fares are a standard single fare for any distance.

For information on season tickets and all aspects of bus transport contact One Stop Travel on 01273 700406 or go to www.buses.co.uk/.

Cycling

There is a cycle lane from the gyratory on Lewes Road to the campus. Cycles can also be taken free of charge on all trains calling at Falmer Station.

On campus there is a cycle lane between Sussex House and the residences. Cycle storage facilities have been provided in a variety of locations.

Brighton has its own cycling action group called Bricycles which can give information and advice on all aspects of cycling. For further information go to www.bricycles.org.uk/.

Taxis

Streamline Taxis in Brighton offer a special "Fare Deal" price to students and staff at the University, which saves on the normal metered fares. Fare Deal operates from East Slope, Bramber House and the Hot House, to Central Brighton, and other areas (prices on application). Student/Staff ID is required for this service. Streamline can be contacted on 01273 747474.

Car

The campus is situated next to the A27 between Brighton and Lewes. Staff pay to park in term-time and details are available through Sussex Direct, the University's intranet for staff and students or from the Estates and Facilities Management on 01273 678234. However, parking spaces fill up very quickly, particularly during term time, and there can be a problem with traffic congestion on campus, particularly in the early evening with cars queuing to leave. Traffic wardens patrol the campus regularly to check on illegal and dangerous parking. If you are going to travel to campus by car, it is worth considering car sharing with colleagues or friends, and timing your journey to avoid the evening rush.

Brighton and Sussex Medical School staff required to work on a multi-site basis will need to apply separately to each partner organisation for relevant parking permission. Any charges for parking at the member of staff's substantive place of work (e.g. annual permits) will be met by the member of staff. Staff required to visit other locations, in order to carry out the duties of their BSMS appointment, who incur additional parking charges may seek reimbursement for these expenses. Expenses are submitted for payment using the University of Sussex Travel Claim Form, which may be found at: <http://www.susx.ac.uk/Units/finance/forms/expenses.pdf>

Loans

Interest free loans are available to all staff for the purchase of bus and rail season tickets and bicycles. The payments are deducted directly from salary over a 12 month period. Further information can be obtained from Human Resources (payroll) on ext 3757.

Further Information

Bus and train timetables can be obtained from the reception areas of Sussex House, Students' Union (Falmer House), York House and also the Bookshop. The information is also available on USIS. For further information on transport or any other environmental issue, please contact the University's environmental adviser Amanda Hastings on 678904 or email A.Hastings@sussex.ac.uk.

4. Dates of terms

| | | | |
|-----------|-------------|------------|-------------|
| 2007-2008 | Autumn Term | 1 October | 7 December |
| | Spring Term | 7 January | 14 March |
| | Summer Term | 14 April | 20 June |
| 2008-2009 | Autumn Term | 6 October | 12 December |
| | Spring Term | 12 January | 20 March |
| | Summer Term | 20 April | 26 June |
| 2009-2010 | Autumn Term | 5 October | 11 December |
| | Spring Term | 11 January | 19 March |
| | Summer Term | 19 April | 25 June |

Section B

Facilities for staff

1. Accommodation

The Housing Office (Bramber House, 01273 678220) will assist staff in finding accommodation in the area. The University accommodation on the campus and in properties in Brighton is available only for students, except in vacations when some holiday accommodation is available for visitors, but the Housing Office produces a list of vacant flats, bedsitters etc. in the area. The price of property in the area is very high and a small flat can cost above £100,000 while a suburban house will cost from £150,000 upwards (subject to market trends). Further details can be found at www.sussex.ac.uk/residentialservices/.

2. Banks

There are two banks on the University campus:-

| | |
|---------------|-----------------------------|
| Barclays Bank | Ground Floor, Sussex House |
| HSBC Bank | Ground Floor, Bramber House |

There is also a separate cash machine on the campus:-

| | |
|-------------|-----------------------------|
| Lloyds Bank | Ground Floor, Bramber House |
|-------------|-----------------------------|

3. Bulletin

The Bulletin is published fortnightly by the Press and Communications Office, for all members of the University, both staff and students. It contains information on what has been happening in the University's major committees, general items of interest, forthcoming events and any other newsworthy items.

4. Catering and bars

The main catering services are located in Bramber House. Snack outlets are located in various buildings across the campus.

5. Dentist

There is a dentist in the Health Centre offering NHS dental treatment. Further details can be found at www.sussex.ac.uk/USIS/campus/facilities/.

6. Health Centre

The Health Centre provides a medical care under the National Health Service (NHS). Members of staff may register with the Health Centre if they choose. Opening hours and further details can be found at www.sussex.ac.uk/healthcentre/. The telephone number is 01273 249049 .

7. Sussex Language Institute

The Institute is situated in the west wing of Arts Building A. It services formal instruction in the languages offered as courses in the University: French, German and Italian.

There are also facilities for all members of the University to follow self-instruction courses in these languages, and some forty others on a library basis. There are, for example, private study courses in African and Asian languages, and English. The Institute also runs taught courses in a number of languages during the lunch hours in term-time.

8. Library

The Library contains more than 600,000 volumes, the majority of which are on open shelves to which readers have direct access. Seating is provided for 900 readers. The facilities of the Library are available to all members of the University after registering with the Library, and anyone wishing to register should ask at the Membership counter, during office hours if possible. The term-time opening hours are as follows:-

| | |
|-------------------|------------------|
| Monday - Thursday | 8.45am - 9.30pm |
| Friday | 8.45am - 8pm |
| Saturday, Sunday | 12.30pm - 7.30pm |

Further details about the range of collections can be found at www.sussex.ac.uk/library/.

9. Lost property

Lost property is sent to the Security Office in York House (01273 678234).

10. Nursery service – crèche and nursery school

Members of staff may use the facilities of the crèche and nursery, although these facilities are in heavy demand and places cannot be guaranteed. The crèche takes children from four months up to three years and the Nursery takes children between the ages of two and three quarters and five. Places in either can be booked for half a day per week or more and the amount charged for a place is earnings related. A limited service is provided during lunch time.

Opening hours are as follows:-

| | |
|---------|--|
| Crèche | Monday to Friday, all year round except for the last two weeks of August and University closure days 8.40am - 1pm and 1.55pm - 5.30pm |
| Nursery | Monday to Friday, all year round except for the last two weeks of August 8.40am - 1pm and 1.55pm - 5.30pm |

* Lunch 1 pm to 2 pm additional charge per child

Initial enquiries should be directed to the Childcare Manager on 01273 678356/7. Further information can be found at www.sussex.ac.uk/childcare/.

11. Post Office

There is a Post Office on the ground floor of Bramber House, which is open from 9.30am to 5.30pm, Monday to Friday.

There are post boxes outside Sussex House, on the pathway to Lancaster House, and both inside and outside the Post Office.

12. Shops

There are a number of shops on the Campus, most of which are independent of the University and lease accommodation from it. Details of their location and opening hours can be found at www.sussex.ac.uk/USIS/campus/facilities. Shops include:

- Bookshop (incorporating The Body Shop)

- Chemist
- Foodstores
- Launderette
- Market
- Newsagent
- Union shop

13. Sport

The University boasts some of the finest sporting facilities in the county, and provides for both staff and students of all standards. Details of the facilities can be found at www.sussex.ac.uk/sport/1-2.html.

Section C

General information for employees

1. Breaches of student discipline

Please note that under Ordinance II.3 if an employee observes conduct on the part of a student which seems to constitute a breach of discipline, the employee should report such conduct to the Registrar and Secretary. Copies of the Ordinance may be obtained from the Human Resources Office.

2. Emergency closure of the University

Occasionally weather conditions are so bad that it becomes impossible or unacceptably difficult for most members of staff to travel to the University (e.g. following the hurricane of October 1987). If such emergency situations occur the Vice-Chancellor will decide whether the University should be formally declared closed. Closure of the University means that all routine activities of the University are cancelled for the period of the closure, with the exception of certain services which will have to be maintained. Staff involved in the maintenance of certain services will already have been informed of what they should do in the event of a closure announcement, and those who work on such a closure day will receive payment according to their conditions of service.

Every attempt will be made to inform staff and students that the University is closed, although what can be done will depend upon the severity of the emergency conditions. Methods of notification will be:

1. Announcements on Radio Sussex and Southern FM
2. Recorded messages on the University's telephone number (01273 606755)
3. Telephone calls to members of staff

If no such announcement is made during a period of bad weather, members of staff should attempt to travel to work. If individuals decide that in their particular circumstances it is not possible, or too dangerous, to travel, they should discuss the reasons with their section head on their return to work. The section head will decide whether this absence can be counted as authorised absence.

Brighton and Sussex Medical School staff holding substantive appointments based at the University of Sussex campus are subject to these provisions. Staff holding substantive appointments based at partner locations (such as the University of Brighton, local NHS Trusts) are subject to the guidance issued by the relevant organisation. In all incidences absence from work due to emergency closure of locations, other than that of the University of Sussex campus, should be notified to the relevant BSMS Head of Department, at your earliest opportunity.

3. Identity cards

Identity cards for members of University staff may be obtained from the Reprographic Unit in the Hastings Building. Such cards may be useful to establish your identity as a member of staff and are required if you wish to use the facilities of the Sportcentre at a reduced charge, for use of the Library and any other facilities requiring ID.

4. Safety

For safety advice contact the Director of Safety, Hastings Building (internal telephone ext 3297). The University's safety policy and the emergency procedures are attached.

5. Security

During an emergency, please contact the security office on internal extension 3333. The University Security Office deals with any non-urgent security problems which should be reported to it in York House (internal extension 8234).

6. Smoking

The University has a policy for minimising the risks to health from smoking. In summary, smoking is not permitted in any part of the University's non-residential buildings nor in offices in residential buildings.

Smoking is not permitted anywhere within the Brighton and Sussex Medical School. You are required to adhere to any smoking policy in operation at any place where you are required to work. Policies are available from the Human Resources Departments of the University of Brighton and relevant NHS Trusts.

7. Staff development

The University encourages staff to participate in staff development activities which are relevant to the needs of the University and to the future or existing work of the individual, and where appropriate will give financial assistance and day release facilities. A statement of the University's staff development policies and procedures is available from the Staff Development Office, ext 3868.

8. Trade unions

University & College Union (UCU)

For Teaching, Research, Library, Administrative, Other Related Faculty and Associate Tutors
Secretary: c/o UCU Office (internal telephone ext 2093)

Amicus

For Technical and Non-Faculty Computing Staff.
Secretary: Mrs P Bartle (internal telephone ext 7252)

Unison

For Clerical and Related Staffs, Manual and Ancillary Staffs.
Secretary: Mrs M Winder (internal telephone ext 8178)

9. Welfare

The University takes an interest in the welfare of both students and staff and has a full-time staff welfare officer. Any member of staff who has a problem or needs advice or guidance either on a personal or work matter may contact the staff welfare officer, Richard Price, Mantell Building Room 1A18 (internal telephone ext 7712) who will discuss problems on a confidential basis.

10. Private medical insurance

If you are thinking of taking out private medical insurance, or changing your existing insurance, you will be interested to know that there are two schemes which give discounts to employees of the University.

The British Universities Private Medical Insurance Plan offers a discount on the Private Patients Plan. Contact them on 01892 512345 stating that you are a University of Sussex member of staff in order to obtain quotes at discounted rates.

BUPA offers a discount on its rates. Contact them on 0800 289 577, quoting reference number 09/2423361.

These details do not represent an endorsement of any particular scheme by the University and you are advised to compare the cover provided and the premiums available, not only of these schemes but also with any others which may also grant discounts, before deciding which scheme to select.

11. Equality and diversity

The University of Sussex is committed to ensuring that staff are recruited, selected, trained, assessed, promoted and otherwise treated solely on the basis of their relevant merits and abilities. The University's Equality and Diversity policy can be seen at www.sussex.ac.uk/humanresources/equalities.

12. Data protection

Staff are required to abide by the University of Sussex code of practice on handling personal information www.sussex.ac.uk/records/documents/handling-personal-info.pdf and to agree to the University's processing individual's personal data as highlighted in the code and in letters of appointment. Guidance for staff can be seen at www.sussex.ac.uk/records/1-2-8.html and the policy is at www.sussex.ac.uk/Units/dpo/dpasum.shtml.

E-mail and telephone networks are monitored and information on their use may be used where there is an issue of abuse or misuse or security. There are also CCTV cameras on site, film from which will similarly be used.

The University holds personal data on its employees in accordance with its registration under the Data Protection Act. Subject to the terms of registration, data may be used for all purposes of management and University development and for the discharge of statutory and contractual obligations. Employees may also be approached by organisations contracted to the University for the purposes of marketing goods or services.

For staff appointed to posts within the Brighton and Sussex Medical School (a joint venture between the Universities of Brighton and Sussex with the involvement of local NHS trusts) it may be necessary for information supplied during the application/appointment process to be shared with these other organisations.

Section D **University of Sussex Safety Policy**

A copy of the safety policy, document SScO -8-8 is enclosed with your letter of appointment.

Further copies may be obtained from the Human Resources Office, Sussex House or from the Safety Office, Hastings Building.