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1. Welcome

Welcome to Sussex and to the School of Law, Politics and Sociology (LPS). We do hope that your time here will be enjoyable as well as productive: we will all do our best to ensure that it is.

This handbook is designed to give you an introduction to the School of Law, Politics and Sociology and details about life at the University. It should serve as a guide and be kept for future reference. We have tried to make the information as clear and easy as possible, but if you are still unsure there are always people from your Department or the School who can answer your queries.

The School of Law, Politics and Sociology brings together the Sussex Law School, and the Departments of Politics and Contemporary European Studies, and Sociology, each of which are vibrant academic units committed to excellence in teaching and recognised nationally for research. A significant relationship exists between the three disciplines and the School engages with key issues of contemporary concern.

Our programmes are intellectually rigorous and the School is home to researchers working across a variety of cutting-edge themes. In the 2008 Research Assessment Exercise (RAE) Law and Sociology were rated in the top 16 in the country for research and Politics and Contemporary European Studies was rated as joint second. The School of Law, Politics and Sociology offers a rich and rewarding learning environment, providing a wealth of knowledge and experience with an ongoing commitment to world-leading teaching and research.

Prof Stephen Shute
Head of School



2. Term dates

	Autumn Term begins	Autumn Term Ends	Spring Term Begins	Spring Term Ends	Summer Term Begins	Summer Term Ends
2011- 2012	3 October	9 December	9 January	16 March	16 April	22 June

The following are the approved Closure Days for 2011 - 2012.

Friday 23 December 2011	
Monday 26 December 2011	(Boxing Day Bank Holiday)
Tuesday 27 December 2011	(Christmas Day Bank Holiday)
Wednesday 28 December 2011	
Thursday 29 December 2011	
Friday 30 December 2011	
Monday 2 January 2012	(New Year's Day Bank Holiday)
Thursday 5 April 2012	
Friday 6 April 2012	(Good Friday Public Holiday)
Monday 9 April 2012	(Easter Monday Public Holiday)
Tuesday 10 April 2012	
Monday 7 May 2012	(Early May Bank Holiday)
Monday 4 June 2012	(Spring Bank Holiday)
Tuesday 5 June 2012	Queen's Diamond Jubilee
Monday 27 August 2012	(Summer Bank Holiday)

Note: if one of your teaching sessions is normally on a day which will be a closure date, please make alternative arrangements with your students.

3. School Academic Organisation – Who’s Who in LPS

Post	Name	Location	Email @sussex.ac.uk	Tel.
Head of School	Stephen Shute	Fr-207	s.c.shute	8583
Director of Doctoral Studies	Shamit Saggarr	Fr-225	s.saggarr	6580
Director of Research & Knowledge Exchange	Prof Paul Webb	Fr-228	p.webb	7796
Director of Student Support	Richard Vogler	Fr-210	r.k.vogler	8839
Director of Teaching & Learning	Tim Bale	Fr-216	t.p.bale	8578
Head of Department				
Head of Law	Jo Bridgeman Craig Barker	Fr 204 Fr-201	j.c.bridgeman j.c.barker	8133 8656
Head of Politics	Paul Taggart	Fr-217	p.a.taggart	8292
Head of Sociology	Gerard Delanty	Fr-257	g.delanty	8658

See appendix B - Academic Management Structure

School Professional Service Staff


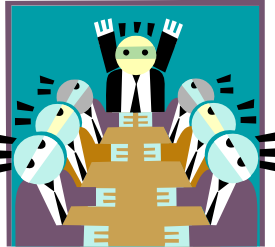


School Administrator				
Lynn Gibbs		Fr-121	l.m.gibbs	7362
Curriculum and Assesment Co-ordinator				
Louise Pizzey		Fr-121	l.pizzey	8871
Research & Enterprise Co-ordinator				
Lindsey Allen-Cavell		Fr-121	Lindsey.cavell	3256
Head of School Co-ordinator				
Bertie Norton		Fr-207	r.norton	8583
Information Co-ordinator				
Margaret Greener (<i>marketing & web</i>)		Fr-207	m.greener	8572
Programme Co-ordinators				
Chris Turnbull (<i>LLM</i>)		Fr-121	c.turnbull	8261
Linda Cooper (<i>Sociology BA, MA & V/E</i>)		Fr-121	l.cooper	8890
Jane Dean (<i>Law Examinations</i>)		Fr-121	j.a.dean	8836
Jane Lambert (<i>Law LLB/CPE</i>)		Fr-121	j.a.lambert	7495
Amanda Sims (<i>Politics BA & MA</i>)		Fr-121	a.j.sims	8578
Clerical Assistants				
Stephanie Godden		Fr-121	s.j.godden	3656
Amelia Haynes		Fr-121	a.haynes	7494
Sarah Sayer		Fr-121	s.j.sayer	7696
Celia Williams		Fr-121	c.f.williams	3744





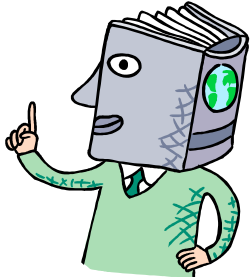
4. School Operational Plan

The School sets and reviews an operational plan which ensures that academic goals and ambitions can be turned in to properly focused short and medium term action.

The University's strategic plan lays out the long term aims of the University. Each year, the University analyses the strategic plan and identifies the operational actions it must undertake in the forthcoming year in order to progress its strategic goals and to meet regulatory and funding obligations. In turn, these actions enable the University to formulate an annual budget.

5. School Committees/Groups and Meetings

Committees/groups/ meetings	Meets	
School Executive Board	monthly	To discuss any matters relevant to the School and to advise the Head of School. 
School Department Meetings	Twice per term Wks 3 & 8	To discuss matters relevant to the Department including all aspects of academic work. 
School Health, Safety and Environment Committee	Ad-hoc	To advise the Head of School on all relevant matters relating to safety, health and environment. 
School Meeting	Termly Wk 9	To disseminate information, encourage discussion on issues of common interest and take soundings on proposed University policies. 

School Research Committee	Termly Wk 7	To support the Head of School and Director of Research and Knowledge Exchange in formulating and implementing the School Research Strategy, promote a strong research and knowledge exchange culture and ethos across the School, review the progress of Departments/Groups and individuals in the context of the School Research Strategy and develop activities that enhance research.	
School Research Degree Committee	Termly Wk 2	To oversee arrangements for selection, admission, appointment of supervisors, induction, delivery of provision and annual reviews of postgraduate research students. Also to monitor arrangements for training and support for postgraduate research students and postdoctoral research staff.	
School Student Experience Group	Termly Wk 4	To discuss matters related to the student experience in the School.	
School Student Progress Committee	Ad-hoc	To permit/require a student to either temporarily interrupt his or her studies or discontinue registration permanently. Also to submit a report on temporary and permanent withdrawals and to receive reports on the status of all students who have interrupted their studies. Issues relating to student welfare and the student experience which require School or university attention should be referred as appropriate.	
School Teaching and Learning Committee	Termly Week 5	To be responsible for both undergraduate and postgraduate taught programmes, covering a range of curriculum, examination and audit responsibilities.	

6. Teaching

Organisation of teaching: 'APW'

Teaching for each department is organised by the Head of Department (or nominee) in the spring/summer of the preceding year in a process known as APW (Annual Planning of Workload). Each individual course is managed by a course convenor who is responsible for organising teaching, course information and assessment.

Course Documentation

Tutors are required to prepare for each course a package consisting of a week-by-week outline, a description of each topic, a reading list and assessment details. Sussex Direct provides students with assessment details for both formal and contributory coursework assessments. The course package should be agreed with the course convenor and a copy given to each student or made available on-line on 'Study Direct'. A copy of each reading list should be given to the library using their online request form by the deadline. The University bookshop should also be told of any books that you expect students to buy. Study Packs may also be provided.

Assessment

Be clear about the modes and dates of assessment which have been agreed for courses you teach. These are agreed by School Teaching & Learning Committee and cannot be changed during the academic year, as students may be disadvantaged if dates or modes change after they are published. Any essay or dissertation that is formally assessed should be handed in with a title form obtainable from the School Office. You should discuss the title with each student and sign the form to show you have approved it.

Coursework must be marked and returned to students within 15 working days.

Academic and Pastoral Support

All members of faculty will normally be appointed as an 'Academic Advisor' to a group of students; you will often be the first port of call for students when they have queries or problems. You are not expected to be a counsellor, nor an expert in all the workings of the University, but it is vital that you are aware of the range of services that the University offers so that you can refer students to the right place.

<http://www.sussex.ac.uk/students/support/>

Welfare support is provided by a team of Student Life Advisors based in Chichester 1 Student Life Centre <http://www.sussex.ac.uk/studentlifecentre/>

Office Hours

All teaching staff are expected to publicise at least two 'office hours' a week (Associate Tuors one 'office hour'), when they will be available to see students. For those staff with individual offices, times for your office hour should be posted on your door and details given to your Departmental Coordinator. Associate Tutors can book the use of an office hour room with the Head of School's Co-ordinator.

Room Bookings

Room bookings for teaching must be booked through the relevant Departmental Coordinator. Other ad-hoc room bookings can be made at:

<http://www.sussex.ac.uk/roombooking/>

7. Course Administration – Sussex Direct

Record keeping

'Sussex Direct' is a personalised web site providing online access to the information that you need to work or study at Sussex. It is key in course administration. Tutors are required to complete class attendance records week by week (these records are monitored by school staff), course evaluations, marks and termly tutorial reports. Do not accept new students into your teaching groups without first discussing this with the Departmental Coordinator (coordinators are the only people with access to update the student database). You need to undertake training in Sussex Direct. Information Technology Services (ITS) on how to use Sussex Direct: see <http://www.sussex.ac.uk/its/training/courses.php> for further information.

Marks

In Politics and Sociology course tutors are responsible for entering coursework marks on Sussex Direct (in Law this is done by the Programme Co-ordinator Jane Dean). The Assessment convenor will release marks on-line to students when appropriate and send them to the Sussex Exams system.

Step 1 - Recording formal contributory coursework:

- Formal coursework assessments will appear in the teaching screen along with any non-contributory assignments you have set up (if applicable). Enter agreed marks (they must be recorded as a percentage).
- Late submissions are flagged and penalised automatically – so mark as normal.

Step 2

- When marks for formal contributory coursework have been recorded, they must be 'sent' electronically to the assessment convenor for signing off and conflation with other formal marks.
- Marks can be 'sent' as soon as all marks for that assessment have been recorded.
- Marks will not be released to the students (in Sussex Direct) until they have been signed off by the assessment convenor.
- Once 'sent', marks cannot be changed by tutors; if there is a problem see the Department Programme Co-ordinator.

Step 3

- Assessment Convenors must check the list of candidates with marks is correct and then 'conflate marks'. Every mark for a student on a course must be received before marks can be conflated.
- 'Send' the marks to the Exams System.

8. Student Submissions of Work

The pass mark is 40%. For UGs, each year carries 120 credits and 1st and 2nd year students in Politics and Sociology must achieve at least 90 credits to progress to the next year. Law students must achieve 120 credits in their 1st and 2nd years to satisfy professional requirements. Marks contribute to classification for 2nd and final year students at a 40:60 ratio.

'Contributory' coursework assessments

All submissions of coursework assessments, which contribute to the formal mark for the course, are handed in to the School Office of the Department owning the course. The deadline for coursework assessments is 4pm on the submission day. All work is electronically recorded as being submitted. Extensions to deadlines for contributory assessments cannot be given by tutors.

'Non-contributory' coursework assignments

Non-contributory coursework assignments are usually handed in directly to the Tutor or the Departmental Programme Coordinator. Rules for non-contributory assignments can be set by the Course Convenor and extensions can be awarded if the tutor feels it is appropriate.

End-of-year formal assessments

Formal assessments (such as extended essays and dissertations) at the end of the academic year are submitted to the central Student Progress and Assessment Office (SPA). Dates, times and submission points are set centrally and are final. The deadline is 4pm on the submission day. Rules on how work should be presented are in the Handbook for Undergraduate Candidates.

Students are asked to submit two copies of both formal and coursework assessments.

Late submissions schedule of penalties

- work submitted up to 24 hours Late: penalty deduction of 5 percentage points;
- work submitted after 24 hours and up to 7 days late: a penalty deduction of 10 percentage points.
- work submitted after 7 days and up to the published final deadline; mark capped at 40%
- non-submission by the final deadline date: fail with zero mark, normally retrievable via (40% capped) resit. No extensions are allowed. Tutors do not impose this penalty; it is imposed at a later stage.

Impact on progression: the application of penalties above shall not reduce the overall mark below the 40% pass threshold.

Mitigating evidence

Mitigating evidence may be submitted by students (UG or PG) to explain lateness or non-submission of work. Forms are available on-line via the students timetable page with a link to mitigating evidence. The form and supporting documentation should be handed to the students owning School Office.

Returning work to students

Tutors must mark and return work to students within **15 working days**. For courses that have finished, work should be returned enveloped to student pigeon holes or by collection from the School Office.

Academic Misconduct

Any work with regard to which there is a suspicion of plagiarism or collusion, both major and minor cases, should be referred to the School's Misconduct Investigating Officer, Mr Paul Eden Friston 250, email p.a.eden@sussex.ac.uk. Also see the Academic Misconduct site: <http://www.sussex.ac.uk/academicoffice/1-4-1.html>.

9. Teaching - Adjustments for Students with Disabilities

Students with disabilities appear with an orange flag on Sussex Direct and further information will be attached. **Tutors are legally obliged to read this information and follow it.**

See university guidance at: <http://www.sussex.ac.uk/equalities/1-2-8.html>

Sussex Direct displays a record of all learning support folders that have been accessed or remain unread. Tutors are advised to check this regularly to ensure that they have no 'unread' files on their system awaiting their attention.

The following are examples of study aids and support arrangements, which are frequently recommended for disabled students:

Tape Recorder

Some students will wish to use tape recorders in lectures, which they will provide themselves. A tape recorder may be recommended for students who are unable to write by hand, or continue to write over a prolonged period.

Copies of Overheads

There are some situations in which it is recommended that a student is given copies of key overheads used in seminars or lectures because he/she will not be able to take notes from overheads at the same speed as other students.

Outline Lecture Notes

Outline notes, preferably provided in advance, enable students to organise and structure information more effectively and to improve learning. These need be no more than bullet points which can then be annotated and amplified by the student during or after the lecture. If lecture outlines can be made available in electronic format, students with specialist software can produce them in the format which best suits them.

Alternative formats - large print lecture outlines, course materials

Many disabled students have access to specialist software which enables them to produce and process information. Therefore, material which is made available electronically can be adapted to suit almost any student at no additional cost to the School. For information, Arial at size 14 is recognised nationally as the most suitable for many students with visual impairment, although all individuals have their preferred format. Clarity, colour and contrast are important; for example some students prefer coloured paper to avoid the glare of black text on white paper.

Note-taker

Students may use a note-taker if they are unable to write their own notes. Note-takers are recruited and trained by the Student Support Unit and funded by the student, usually from the Disabled Student's Allowance.

Amanuensis

Amanuenses may read aloud or record on audio tape recommended texts, may proof read assignments and produce written work for students who may have difficulties with writing or typing. They can be used in examinations to produce a dictated answer.

10. Research Support

Funding

It is expected that research-active members of faculty will regularly apply for external funding for research projects. If you require small amounts of financial support for your research or to attend a conference which cannot be obtained externally please see your Head of Department.

Organising conferences at the University

If you wish to organise a conference at Sussex, please contact the School Administrator Lynn Gibbs at least six months in advance, she can provide advice on arrangements e.g. clerical support.

Study leave

There is an annual process in the spring term for applications for study leave for the following academic year. A form must be completed, normally by February. Applications must be supported by the Head of Department and approved by the Head of School as part of the Annual Planning of Workload (APW). See:

<http://www.sussex.ac.uk/humanresources/1-2-16-5.html>

11. Staff Development

Induction

You will be invited to a School Induction in the first week or two of joining the University. There will also be a central induction session.

Mentor

Your Head of Department will allocate you a mentor from within the department.

Appraisal

You should have an annual appraisal with your line manager or other appropriate person. Please contact your Department Head.

General staff development

The university runs a wide variety of courses to support your personal development. See: <http://www.sussex.ac.uk/staffdevelopment/>

Computer and IT courses

You can book yourself on any appropriate courses. It is essential that you attend a course on using Sussex Direct including how to enter marks and attendance.

See: <http://www.sussex.ac.uk/its/training/> or book via Sussex Direct>Personal>Staff Development, then select Information Technology>Sussex Direct.

TLDU

The Teaching Learning and Development Unit (TLDU) run a series of training courses for all new tutors and teaching staff. It is essential for all new tutors with less than three years teaching experience to attend and helps you to understand the University's academic processes. You will be contacted by TLDU and invited to attend this training.

12. Staff Information

Staff identity card

You should obtain a staff card from the Print Unit, Hastings Building. This card will give you access to the Library, sports facilities and is evidence of your staff status.

Computer registration

To register for your computer identification and password you visit the Reception Helpdesk in Information Technology Services (ITS), in Shawcross Building; take your appointment letter with you. Your user ID enables you to access email, Sussex Direct etc.

Contact details

It is particularly important that we have up to date contact details for you in case we need to contact you urgently. You must update Sussex Direct with your home address and office room number. Contact with staff is normally by email or internal post in your pigeonhole. Please check your email and post regularly. Pigeonholes for staff are in Friston room 101 front foyer . Please also make sure your Departmental Coordinator knows how to contact you. This is particularly important around marking times as exam board deadlines are very tight.

Payment

If you have any queries about your payment please contact the Payroll office in Sussex House.

Staff absence

For faculty, applications for leave of absence of more than three days in term-time must be made to the Head of School. It is assumed that members of faculty will not be absent from their teaching duties without having first made arrangements with their colleagues and students. For leave of absence of a whole term (or more) applications should be made a year in advance.

In case of absence through sickness, all staff should inform the School Office on 01273 678655 immediately, so that arrangements can be made. For absences between four and seven days, a self-certificate should be completed; for longer absences a medical certificate is required. All certificates should be forwarded to the School Administrator.

Insurance

Personal belongings are not insured on University premises. Please ensure your home insurance covers any valuables.

If you travel abroad on University-related business, please complete an insurance form and submit at least 10 working days prior to the commencement of the trip.

http://www.sussex.ac.uk/finance/documents/travel_abroad_insurance_form.

Office

Please ensure you lock your office when leaving it, even if only for a short time. Also, make sure your window is securely fastened when you leave your office for the evening or weekends.

Data Protection and Freedom of Information

Guidance on Data Protection and Freedom of Information is available at:

<http://www.sussex.ac.uk/records/1-2.html>

13. Administrative Matters

Also see appendix A (A-Z Service Provision).

School Office

The School Office is available for general student, staff, and visitor enquiries and student support issues: the office is located in Friston 121 (front foyer). Opening times are Monday to Friday 9am to 5pm except Bank Holidays and formal university closure days.

Please try to keep the School Office informed of any events taking place, including conferences and seminars.

Visitors

Please inform the School Office if you are expecting visitors to the School.

Photocopying

Small amounts of copying can be done on the School photocopiers which are located in Friston 101 ground floor foyer (opposite School Office) and Friston first floor (in recess near room

236). A PIN code may be obtained from the School Office for the nearest copier to you. If you need assistance using the copiers please ask in the School Office.

Large or complicated print jobs should be sent to the Print Unit, Hastings Building. Please see your Programme Co-ordinator for assistance or see <http://www.sussex.ac.uk/efm/1-2-7.html>

Postal Service

For those staff with individual offices the School Administrator will allocate an individual pigeonhole in Fr-101. For Associate Tutors this will be a shared pigeonhole in Friston 101 labeled Law, Politics or Sociology.

There are trays for outgoing mail, both internal and external, in the School Office. The last collection is 2.30pm. Where possible, internal mail envelopes should be re-cycled. Mail for Brighton University can be put in the internal post.

Fax Machine

Outgoing/Incoming faxes can be sent to the School Office on 01273 873162 and collected.

The use of the fax for private purposes or for funded research projects will be recharged; please inform the School Administrator.

Telephone calls

Telephones on the University campus are assigned a variety of dialling access levels, i.e. internal, local, national and international. Callers who wish to make calls other than at their permitted level will require approval from their line manager or School Administrator. An exception will be made for calls that need to be made in an emergency.

Voicemail can be organised for any user; please contact the School Administrator for more information.

The University recognises that it may occasionally be necessary for members of staff to make personal calls using the University's telephone system in an emergency, and is acceptable provided that it is no more than occasional use and that long-distance, mobile or international calls are not involved. Members of staff should be aware that the University monitors the use of telephones, and anyone who is believed to be abusing the system will be investigated and disciplinary action taken where there is evidence of abuse.

Network printing

Network printers has been introduced at the university and are currently located in Friston 266, in recess near room 236 (next to photocopier) and in recess near room 212.

If you have selected to print to a network printer please remember to collect your printing.

Electronic Calendar

An electronic calendar is a networked calendar and time management tool where you can maintain your personal diary and schedule and co-ordinate meetings with other calendar users. The calendar is available on your email screen.

Cafe

A vending machine is located Friston Foyer for cold drinks and snacks.

Rest Rooms

Friston 265 is available for staff to relax, have lunch or rest breaks. The room has the following facilities: easy chairs, sink, kettle, fridge and microwave.

Cleaning

Offices are cleaned every two weeks and office bins will be emptied every two weeks. Each area will have a communal waste bin (landfill bin) for waste that cannot be recycled.

Shredding & Recycling

We encourage re-cycling of paper, cardboard and envelopes. Paper should be placed in the blue bins provided around the School. Cardboard should be taken to the specific bin outside the front of Friston. Please do not leave rubbish sacks, shredding bags or cardboard in the corridors, by the photocopiers, or by the landfill bins, as this is considered a fire risk.

There is a shredding service for confidential documents. Special bags are available from the School Office. Bags must be sealed before they can be collected. To arrange collection contact the School Office.

Lost Property

Please take any lost property to the School Office (Friston 121).

Stationery

Stationery can be requested and collected from the School Office.

Requests for items that are not kept in stock should be made to the **School Office**. Copies of suppliers' catalogues are available. Requests for non-standard items will require the approval of the School Administrator.

If you are expecting to carry out an exercise which will require a large amount of stationery, such as bulk mail shots, please let the School Office staff know well in advance to ensure sufficient stock is available.

Compliments slips

LPS compliments slips are available from the School Office. Colour print is much more expensive than black and white, so departments may well wish to consider using colour for external use and have a supply of black and white for internal communication. It is not intended to provide individual compliment slips for all staff as this is very costly.

Headed paper

LPS School Office staff have access to electronic templates for letter writing. **These templates are in accordance with the University's visual identity.**

One template can be used with blank A4 paper. Once downloaded, your individual staff member's personal details are entered, including department name if required. Sections of this template are in colour and it is therefore best used with a colour printer.

The School Office also keeps a stock of quality, pre-printed LPS letter-headed paper. If large quantities of this paper are needed, please inform the office at least 72 hours in advance. This pre-printed paper is used in conjunction with a second template that overprints your personal details.

Business Cards

To get a business card printed, please ask in the School office.

Purchasing System

The University has an electronic purchasing system, used through Sussex Direct. The system requires all company suppliers to be placed on the approved suppliers list, to be able to raise a purchase order and process of invoices. Please see the clerical staff in the School Office.

Transport

One of the key objectives of the University's travel plan is to improve sustainable forms of travel to campus, thereby encouraging people not to travel by car. Regular and ongoing work is being done in this area.

For more information on travel options please see the following web link:

<http://www.sussex.ac.uk/efm/services/transport/>

Cycling: Bikes must be kept outside, NOT in offices.

Resources

If you have any queries about the resources available to you including rooms, furniture, equipment and stationery please contact the School Administrator.

14. Computing Support

All permanent staff are allocated the use of a computer. Requests for new computer equipment should be directed to the School Administrator.

All computing and printing support is provided by Information Technology Services. Request assistance at: <http://www.sussex.ac.uk/its/help/>

Please visit IT Services Enquiries and Help desk in Shawcross Building to collect your ITS user name and password. This will give you access to your PC and other online resources. You will also be given a Welcome CD and information to help you use IT at Sussex, as well as details about IT induction and training courses.

15. Clerical Support

Course and student administration is carried out by School Professional Service staff. Teaching staff are responsible for their own general administration. Please see the service level agreement below.

School Professional Services support provided for academic staff will include:

1. Assisting with arranging photocopying/printing of a document over 50 pages in total, i.e. total number of pages of document multiplied by number of copies, if 48 hours' notice provided. (A copy code for use on a local machine will be provided for smaller or urgent copying).
2. Assisting with production/printing of School, programme and course handbooks.
3. Assisting with updating School/departmental/course/web-sites.
4. Servicing of formal meetings listed in the School calendar.
5. Supporting the examination process and liaison with external examiners; assisting with the production of unseen examination papers, receiving contributory marks. Assistance with data entry for contributory marks will be provided where input by faculty or tutors are impractical, by agreement with the School Administrator.
6. Assisting with quality assurance procedures and analysis of student feedback questionnaires.
7. Arranging room bookings, hospitality and induction events.
8. Monitoring School/departmental expenditure.
9. Producing 'To Whom It May Concern' letters for students.
10. Assisting with letters to applicants.
11. Filing of correspondence regarding students.
12. Making arrangements for academic staff recruitment and interviews.
13. Assisting with making postal arrangements, such as parcels, special delivery etc.
14. Forwarding mail to academic staff away on an extended period of leave, or for one term after they have left.
15. Assisting with publicity for University-arranged events.

Services not provided:

- 1 Word-processing of correspondence, references, papers etc. or audio-typing.
- 2 Dealing with mail, e-mails or telephone calls, except for the School Management Group; voicemail can be made available for other staff, as required.
- 3 Support for non-University business.
- 4 Data entry of student attendance or non-contributory marks on Sussex Direct.

16. Resources for Associate Tutors

The School can help you with a sense of belonging to an academic community. Information specifically for Associate Tutors can be found on the School's webpage <http://www.sussex.ac.uk/lps/internal/index> or the University web pages <http://www.sussex.ac.uk/tldu/associatetutors>

Academic support

Teaching for each course is organised by a Course Convenor. The Convenor will agree the method of teaching, the number of students in a group and the modes of assessment.

Induction

New tutors will be expected to attend a School induction with the School Administrator. There is normally also a department-specific induction from your Head of Department or mentor.

Payment

If you have any queries about your payment please contact your Departmental Co-ordinator in the first instance.

Payments are input on to the University's Associate Staff system by the Departmental Coordinator, and approved by the Finance Manager. Once the payment is approved Associate Tutors will be able to see the payments on Sussex Direct, by looking under the 'Personal' tab and 'Financial' field.

Internal address/post

Associate Tutor pigeonholes are located in Friston 101. Associate Tutors are requested to use Sussex Direct to add an internal address to the system. You can add an internal address to the system under the 'Personal' tab and 'Job' field. It is suggested that you use Friston 101 as your internal address, to ensure that post related to your teaching, contract, payments do not go astray. Your University pay slip will be sent to the internal address on Sussex Direct.

Printing

Small amounts of copying can be done on the School photocopiers which are located in Friston 101 ground floor foyer (opposite School Office) and Friston first floor (in recess near room 236). A PIN code may be obtained from the School Administrator. If you need assistance using the copiers please ask in the School Office.

Large or complicated print jobs should be sent to the Print Unit, Hastings Building. Please see your Programme Co-ordinator for assistance or see <http://www.sussex.ac.uk/efm/1-2-7.html> The School Administrator can give you the code for the photocopy machines located in Friston.

Associate tutor office space

Friston 266 is available for any associate tutor to use as resource/workspace space and for computer access.

An office hour in Friston 269 can be booked via the Information Co-ordinator (Margaret Greener – Friston 207). Details of the room bookings will be posted on the door at the start of each term. The key for this room is available from the School Office Friston 121.

Resources

If you have any queries about the resources available to you including rooms, furniture, equipment and stationery please ask in the School Office or contact the School Administrator.

17. Health & Safety

a) For any emergency, incident or accident call the Emergency hotline on extension **3333**
[From a mobile or external line call (01273) 873333]

Do NOT dial 999 as the emergency services get lost on campus and need to be guided in from the entrance by security staff.



The Emergency Hotline is staffed 24 hours a day, all year round **3333**

b) See the School's Health & Safety Policy, guidelines, and floor wardens list on the noticeboard in the Friston foyer.

c) **FIRE!**

If you discover a fire, never put yourself at risk. Operate the nearest emergency call point, and then call the Emergency Hotline on 3333 from a place of safety. The Security Office will call the Fire Brigade.

Leave the building by the nearest exit, and go to your local building control point. Do not stop to collect personal belongings.

IF YOU HEAR THE ALARM:

Leave the building by the nearest exit, do not use the lift; Do not stop to collect any personal belongings; Go to the local building Assembly Point.

The Assembly Point for Friston **is outside the main front entrance**. Fire wardens will ensure that all rooms are vacated.



You must never go back into the building until the Fire Brigade, or a member of Security, or the Emergency Team say it is safe to do so.

d) Accidents

All accidents must be reported and recorded - please report to the School Office Friston 121.

First Aid – A First Aid box is located in the School Office and the FRiston entrance foyer. If you need help please go to the School Office Friston 121 or ring 3333.



A-Z of service provision

	Provider	Tel.	E-mail
Associate Tutor [payments/statement of hours/resources]	Linda Cooper (Sociology) Amanda Sims (Politics) Jane Lambert (Law)	8890 8578 7495	l.cooper@sussex.ac.uk polces.office@sussex.ac.uk j.a.lambert@sussex.ac.uk
Associate Tutor [pigeonholes/office hours/rooms]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
Associate Tutor [policies/attendance at meetings]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
Cleaning [Bins not being emptied/rooms not being cleaned/spills/ /toilets not clean.]	Stuart Bettis Premises Supervisor	3137	s.bettis@sussex.ac.uk
Computer faults [printer or computer not working]	ITS Arts		http://www.sussex.ac.uk/its/help/
Computer registration	IT Services Enquiries Shawcross		Please visit in person
Computer requests [requesting equipment/software purchase]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
Estates/Buildings [issues in relation to the buildings/corridor/windows/exterior areas]	EFM Helpdesk	7777	efmhelpdesk@sussex.ac.uk
Furniture [unwanted furniture/furniture moves/ requests for furniture]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
Health & Safety [DSEs/PEEPs/risk assessments/Floor Wardens/H&S Committee/reporting]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
Keys [request for an office key/returning keys/reporting lost keys]	Stuart Bettis Premises Supervisor	3137	s.bettis@sussex.ac.uk
Library	Library information	8163	http://www.sussex.ac.uk/library/
Minor works [requests for the carpenter to fix or quote for shelving/coat hooks/hang pictures/fix furniture etc]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
Photocopiers [request for paper/report broken copier/replace cartridge]	School Office Friston 121	8655	School Office team lps@sussex.ac.uk

P ost [missing post/parcels/courier]	Stuart Bettis Premises Supervisor	3137	s.bettis@sussex.ac.uk
P ostgraduate Research [DPhil/MPhil enquiries/access to Director/study space]	Lindsey Allen-Cavell Research & Enterprise Co-ordinator	3256	Lindsey.Cavell@sussex.ac.uk
P ostgraduate Taught [course outlines/MA enquiries/MA admissions]	TBA Programme Coordinator	8261	
P rinting work [large or complicated print jobs/use of colour printer or scanner]	School Office Friston 121	8655	School Office team lps@sussex.ac.uk
R ubbish/cardboard collection from offices [not to be left outside in corridors]	Stuart Bettis Premises Supervisor	3137	s.bettis@sussex.ac.uk
S ecurity [theft/vandalism/security/emergencies]	Security Office	3333	security@sussex.ac.uk
S ocial space	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
S pace and accommodation	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
S taff card	Print Unit Hastings Building		`Drop-in` service available 9.30-12.30 , Monday to Friday
S tationery orders	School Office Friston 121	8655	School Office team lps@sussex.ac.uk
S tudy packs [printing/selling/location/availability/price]	School Office Friston 121	8655	School Office team lps@sussex.ac.uk
T elephone facility change/new extensions /international dialling	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk
S ubmission of course work [programme/changes to date/instructions for students]	School Office Friston 121	8655	School Office team lps@sussex.ac.uk
T elephone faults [Phone not working/a wire is broken]	Telecommunications		Telecoms@sussex.ac.uk
V oicemail [setting up a voicemail box]	Lynn Gibbs School Administrator	7362	l.m.gibbs@sussex.ac.uk

If you cannot find the relevant person or service you require then contact the School Office on 8655 or email: lps@sussex.ac.uk

Lynn Gibbs
School Administrator