

New Faculty Procedure

By the Manager (in liaison with HoSC/School Administrator)	
In advance	
	Fill in and sign the 'Request to Fill' form, gather signatures and liaise with HR to advertise job. Once signed, email the RTF to finance in the first instance RTFFinance@sussex.ac.uk
	Once appointed contact School Administrator to inform them of the new staff member's name and start date and to discuss requirements for: Office space/keys, Furniture, IT equipment and Telephony. Please note – if you do not do so in advance, it will be assumed that you do not require any additional space, desks or resources.
	If appropriate, send a letter or email to the new faculty detailing their start date, time and induction programme. This can be tailored to your group's needs and in liaison with the Head of Schools Coordinator who will arrange the induction.
	Arrange for office space to be made ready and collect key from the School Office a few days ahead of time. In liaison with School Administrator.
	Arrange lunch with colleagues for first day, ensure colleagues are free to attend
	Arrange a mentor - please consider Athena SWAN when selecting a mentor www.sussex.ac.uk/staff/research/researchstaff/coachingandmentoring/mentoring . Let the HoSC know.
	Request new user access to finance system Unit 4. To do this you must complete the New User Set-Up (Non Finance) form and email it to the Finance Service Desk at rt-finance-servicesdesk@sussex.ac.uk . http://www.sussex.ac.uk/finance/how/using-the-finance-system
On first day	
	Greet them on their first day or arrange for someone else to – liaise with HoSC
	Take to new office and provide key; discuss any office requirements
	Provide details of work address and work telephone number
	Explain housekeeping arrangements and building opening hours
	Ensure new staff member has clear understanding of job role and who to go to if experiencing any difficulties
	Introduce to Sussex Direct
	Explain structure of Department/School, including line management
	Introduce to Linux System Administrators or other technical staff, if required
	Organisational Development www.sussex.ac.uk/organisational-development/new-staff
	Ensure the new staff member undertakes mandatory online training modules covering Unconscious Bias and Equality and Diversity: www.sussex.ac.uk/organisational-development/online
	Discuss the driving for work policy: If you drive for work purposes (this includes driving to conferences, meetings, away days, training courses, visiting students on placements etc.) but not normal home to work commuting, you will need to have your driving licence/counterpart, car insurance (business travel cover required) and MOT certificate checked annually. Please see the university policy at: www.sussex.ac.uk/webteam/gateway/file.php?name=driving-at-work-policy2012.pdf&site=332 <i>To get your documents checked (please bring originals and a photocopy of the above - required for files), to School Administrator. Without these checks, which won't take long, you are not approved to drive for work purposes and cannot claim a mileage allowance.</i>
	Explain travel insurance policy and show the relevant forms: http://www.sussex.ac.uk/finance/how/expenses/travel-insurance

	Arrange for the staff member to attend the next 'Welcome Session' arranged by Organisational Development: www.sussex.ac.uk/organisational-development/new-staff
	Also flag up (contained within MPS Staff Handbook): http://www.sussex.ac.uk/mps/internal/staff/newstaff <ul style="list-style-type: none"> • University Staff Development Unit; PG CertHE • Health and Safety training (depending upon role) • ITS training on Sussex Direct and Study Direct • Unit 4 (finance) training • MPS Staff Resources eg faculty leave, travel forms and insurance • Family-friendly policies • Payslips are online @ MyView • Probation period and process for completion • Appraisal process • Promotion process • Parking on campus • School contact list
	Additionally, Head of Department/delegate should cover opportunities for Teaching/admin roles: <ul style="list-style-type: none"> • Workload credit model • Student projects & supervision of U/Gs • Academic Advising • Structure of the Department & School
	Teaching: <ul style="list-style-type: none"> • Meet with departmental curriculum lead • Discuss offering projects for Research Placement/Final Year and MSc • Overview of departmental practice/teaching methods/feedback/standards • Assessment – writing exam papers and related processes • Organize meeting with colleagues who taught modules previously • Arrange for the staff member to attend the next 'Welcome Session' arranged by Organisational Development www.sussex.ac.uk/organisational-development/new-staff

By the School Administrator/Deputy	
	In advance
	Email Line Manager procedure and request info, template below
	Find desk (if needed)
	Find keys for room (if needed)
	Order equipment (if needed)
	Order furniture (if needed)
	Arrange for office space to be made ready (move in furniture and IT equipment)
	Complete new ITS account form and organize new staff IT induction
	Remind CA about door sign
	Remind CA and Information Coordinator about photography session
	Update spreadsheet contact list
	Update room phone etc. on yellow screens
	Add to email group on yellow screens
	Add as an associate on yellow screen for the correct dept.
	Let telecoms know
	Remind Information Coordinator to maintain website 'roles'
	Remind HoS to set up start up fund
	Organise TEL induction
	Arrange course coordinator to be available on first day
	Inform CA and porter about pigeon holes
	Remind CA to update photo board when photo is available
	Ask CC to add to PAFAC or MATHFAC.

	Remind research to add to research groups
	Add to any necessary mailing lists or teams sites

By the HoSC	
In advance	
	Arrange an induction timetable with all members of the MPS executive, to include a Health & Safety induction and listing new staff member's mentor (provided by their line manager)
	Circulate agreed induction programme to line manager
	Send email to new member of staff detailing induction start date and time and induction programme
	Inform School Administrator and School Office of inductee arrival date
	Arrange for staff badge

By the Information Coordinator / Clerical Assistant	
In advance	
	Door sign (if needed)
	Organise portrait photography session
	Add to pigeonhole list
After start	
	Update photo board when photo is available

By the Course Coordinator	
In advance	
	Add to Pafac or Mathfac
On first day	
	Introduce the new staff member to the School Office staff
	Provide details of work address and work telephone number
	Take to Print Unit, York House to collect staff ID and get printed SALTO card. If they already have a SALTO card from the technicians this can be printed onto. Alternatively they can get a fresh card printed and take it to the technicians for programming next.
	Take to Shawcross Building to collect IT login
	Take to technicians to get access on SALTO
	Set up printer with SALTO card and IT login
	Take to new office and provide key

By the New Starter	
On first day	
	Take your paperwork to Human Resources (Sussex House, room 338). You will need: Staff Record Form (if not returned in advance) P45 or P46, if you do not have a P45 Completed Immigration, Asylum and Nationality form Passport and/or other forms of identification as specified in your appointment letter.
	Report to the School Office (Pevensey 2, 3A20) and ask for your departmental course co-ordinator.
	Ensure you attend all your induction meetings
	Login to Sussex Direct: direct.sussex.ac.uk/login.php to check your personal information and to order a car parking permit, if required.
	Meet your supervisor and faculty colleagues.
	Familiarise yourself with the Campus Map: www.sussex.ac.uk/about/directions/
	Read the MPS staff handbook to find information on building opening hours, parking, travel and more: www.sussex.ac.uk/mps/internal/staff/newstaff

Your line manager has been given a detailed induction checklist. Confirm with them that all material has been covered.
Request access to the finance system so you can manage your budget and expenses www.sussex.ac.uk/finance/how/using-the-finance-system
Visit the ITS help pages to find help, advice, how-to and video guides on using Sussex IT systems www.sussex.ac.uk/its/staff
Subscribe to relevant research group seminar emails. See page 11 of Staff Handbook for details. https://info.hpc.sussex.ac.uk/mps/mailling-lists/index.html
Visit www.sussex.ac.uk/staffdevelopment/induction for further information on making the most of your time at Sussex.
Subscribe to relevant seminar group notifications: https://info.hpc.sussex.ac.uk/mps/mailling-lists/index.html

Template email to line manager

Dear

Re:

I am attaching to this email the induction checklist for new faculty. This outlines the responsibilities of yourself as Line Manager / Head of Department, as well as my role as School Administrator and the first day actions for the new staff member themselves. Please read the attached to ensure you are ready for the new faculty member or able to delegate actions if needed.

Please can you let me know the following:

- Which office do you plan on them using. If you have a specific one in mind please let me know.
- Do you need me to purchase any new office equipment (IT or otherwise)? Please note new equipment is usually paid for by their start up fund
- Do you need me to purchase any new furniture?
- Please can you confirm their title (Dr/Ms/Mrs etc) for their door sign
- If this post is a direct replacement. Can you let me know who has left so I can check my records are up to date.
- Please confirm which research group they will be in

I will do the following

- Find an office (if needed)
- Order IT equipment (if needed)
- Order furniture (if needed)
- Organise a door sign
- Arrange for the office space to be made ready
- Fill in the new staff ITS form
- Inform reception and porter of the new staff member, have them added to the pigeon holes
- Organise a photo and have this photo added to the photo board
- Update the MPS contact list and central database

Please can you:

- Organise their unit 4 access when they arrive. To apply for access to the Finance System, fully complete the [New User Set-Up Form - Non Finance \[DOCX 43.82KB\]](#) and email it to the Finance Service Desk at financeservicedesk@sussex.ac.uk

Many thanks,

Template email to team

Dear All (CC to porters for info)

***** will be starting in MPS as **** on *****.

I am outlining various team actions below, some of them are for now but some for later. If you cannot complete your action before ***** arrives please can you add a reminder in your diary or something similar?

Clerical Assistant – please can you make them a pigeonhole.

Clerical Assistant / Information Coordinator – can you arrange a photography session. Liaise with HoSC if it is to be in their first week as she is arranging the induction, otherwise Head of department may know their availability later on

Clerical Assistant – once the photograph has arrived can you organise a door sign and add to the photo board, they will be based in *****

Information Coordinator – can you make sure that you add them to the right sections on the website, once they have arrived.

Course Coordinator – The HoSC will have scheduled you into the induction on their first day to take them to York House for ID, Shawcross for IT login, and technicians for SALTO.

Course Coordinator – can you add them to mathfac/pafac as soon as they have arrived, or possibly before once we have their email address

REC/RSC/CA – can we ensure they are added to anything required from a research perspective, e.g. groups on CMS

Many thanks,