

New Research Fellow Procedure

By the PI/Manager	
	In advance
	For any school or university funded academic posts liaise with the HoS and HoSC to fill in the 'Recruitment Tracker Maths & Physics'. For any research funded post, fill a Request to Fill (RTF) and email to the School Administrator
	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.
	Arrange an induction timetable to include a Health & Safety induction
	Send a letter or email to the new PDRA detailing their start date, time and induction programme. This can be tailored to your group's needs.
	Inform School Administrator and School Office of inductee arrival date
	Arrange for office space to be made ready and collect key from the School Office a few days ahead of time
	Arrange for a Health and Safety induction within the first week with the Technical & Administrative Supervisor (Cassandra Churchwell)
	Arrange lunch with colleagues for first day, ensure colleagues are free to attend
	Consider setting up appropriate induction meetings tailored to your group's needs
	You may wish to arrange a mentor - please consider Athena SWAN when selecting a mentor: www.sussex.ac.uk/staff/research/researchstaff/coachingandmentoring/mentoring
	Complete new ITS account form
	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-servicedesk@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
	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.
	Discuss requirement for tutoring.
	Introduce to Linux System Administrators or other technical staff, if required
	Talk to them about 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, risk assessment, and show the relevant forms: http://www.sussex.ac.uk/finance/how/expenses/travel-insurance

	Introduce to the research group. See the handbook 'A guide for researchers joining the University of Sussex', and online resources at: www.sussex.ac.uk/staff/research/researchstaff/researchstaffoffice .
	Research Fellows are encouraged to attend the training and development series provided by the Research Staff Office.
	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

By the School Administrator/Deputy	
	In advance
	Email Line Manager procedure and request info, template below
	Inform postdoc reps of new PDRA
	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)
	Remind CA about doorsign
	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'
	Inform CA and porter about pigeon holes
	Remind research to add to research groups
	Add to mailing list
	Inform the Research Staff reps

By the Information Coordinator/Clerical Assistant	
	In advance
	Door sign (if needed)
	Add to pigeonhole list

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.
	Go to technicians in Pevensey 5A40 to get access on SALTO
	Go to Print Unit, York House to collect staff ID and get printed SALTO card. If you already have a SALTO card from the technicians you can get this printed onto. Alternatively, you can get a fresh card printed and take it to the technicians for programming next.
	Go to Shawcross Building to collect IT login
	Set up printer with SALTO card and IT login
	Meet your supervisor and research group colleagues
	Read the MPS staff handbook to find information on building opening hours, parking, travel and more: www.sussex.ac.uk/mps/internal/staff/newstaff
	Familiarise yourself with who your reps are and what their role is: www.sussex.ac.uk/staff/research/researchstaff/representingresearchers/researchstaffreps
	Familiarise yourself with the Campus Map: www.sussex.ac.uk/about/directions/
	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/staff/research/researchstaff/newstaff 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 research fellows. 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 the grant.
- 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.
- Can you confirm their availability to be allocated tutoring hours? Please note all research fellows should be available to tutor unless their grant contract disallows it

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
- 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:

- Request their ITS log-in in advance, so they don't have to visit multiples time. As manager you can request it for them via the Helpdesk by going to <http://www.sussex.ac.uk/its/help/> press the red button > request a service > IT account for new staff . ITS will email you when it is ready and the new staff member can collect it. You cannot do this until HR add them to the database and we have a staff ID number. Feel free to email me when you are ready for this stage and I can check the database.
- 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 add them to the pigeon hole list.

Clerical Assistant / Information Coordinator – can you arrange a photography session. Liaise with their PI if it is to be in their first week as they are 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.

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

Research staff reps – please add to your teams site and mailing lists

Many thanks,