



University of Sussex

TEACHING AND RESEARCH FACULTY HANDBOOK

School of Psychology

2015-2016

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INDUCTION SCHEDULE

Area	Date/Time	With Who/Where	Completed
Welcome and Housekeeping		Pennie Ingram Pev 1 2A13	
Admin, Finance and teaching overview		Tom Ormerod / Robin Banerjee	
HR		Claire Thomas Pev 2 4B11	
Teaching systems and lecturing overview		Alison Pike Pev 1 2B26	
Academic Advising		Richard de Visser Pev 1 2C7	
Research systems overview		Gordon Harold Pev 1 2B4	
PhD system		Jamie Ward Pev 1 2B1	
Finance System		Susan Sacre / Lee Thompson Pev 2 4B11	

Welcome to the School of Psychology

The School of Psychology at the University of Sussex is one of the largest centres for the study of Psychology in the UK, with considerable strengths in both research and teaching. It has 60 faculty and a thriving group of 107 postgraduate research students supported through an ESRC Doctoral Training Centre, as well as awards from other UK Research Councils. We also have strong collaborative links with the Schools of Life Sciences, Engineering and Informatics, Brighton and Sussex Medical School, and the Sussex Partnership NHS Foundation Trust.

The School offers a highly rated undergraduate degree accredited by the British Psychological Society and five Masters programmes. There is also a vibrant research culture within the School that is based around four research groups: Behavioural and Clinical Neuroscience, Cognitive Psychology, Developmental and Clinical Psychology, and Social and Applied Psychology. As a result of this, the School of Psychology was ranked 12th in the last Research Assessment Exercise (RAE 2008) and 10th in the Research Excellence Framework (REF) in 2014.

Most members of the School are located in the Pevensey buildings 1 and 2. The majority of our office and laboratory space was refurbished in 2003-4, establishing major new facilities such as a Human Psychophysiology Laboratory and a Human Psychopharmacology Unit. An imaging centre housing MRI and PET/CT scanners was opened in 2007 in association with the Brighton and Sussex Medical School. Further work, including the remodelling of our Developmental Psychology laboratories and construction of additional testing facilities for human participants was completed in October 2012. We are currently developing a new suite of office space accommodating faculty, post docs and research students to be completed in September 2015.

The School of Psychology has access to behavioural laboratories that are well equipped for operant and observational studies with rats and mice. We also share with the School of Life Sciences, laboratories for molecular biology, genetic and electrophysiological studies.

More information about the School can be found at <http://www.sussex.ac.uk/psychology>.

I hope that, whatever your role in the School, you will find this a fulfilling place to work. If you have any suggestions for improvements in the way in which the School functions, do not hesitate to contact me. We were 10th in REF 2014. In REF 2020 we aim to be 1st, and you are an important part in that planned transition.

Best wishes

Tom Ormerod
Head of the School of Psychology

KEY CONTACTS

Position	Name	Email	Tel:
School Administrator (School Safety Advisor)	Lee Thompson	leet@sussex.ac.uk	2944
Premises Supervisor - Pev 1	Johnny Parish	john.pariah@sussexstatesfacilities.co.uk	7594
Premises Supervisor - JMS	Neville Snowdon	Neville.Snowdon@sussexstatesfacilities.co.uk	6759
Specialist Coordinator	Pennie Ingram	pennie@sussex.ac.uk	2796
Specialist Coordinator JMS	Andy Black	A.R.Black@sussex.ac.uk	3516
Technician	Dan Hyndman	D.Hyndman@sussex.ac.uk	4166
Head of School's Coordinator	Mar Balboa Carbon	M.Balboa-Carbon@sussex.ac.uk	2827
HR Adviser,	Claire Thomas	C.L.Thomas@sussex.ac.uk	7074
School Finance Manager	Ann Gearing	A.Gearing@sussex.ac.uk	7227

HEALTH & SAFETY

The University's Mission Statement for Health and Safety states:-

'It is the policy of the University of Sussex that all activities carried out on University premises or undertaken by University personnel (or their agents) will be managed in such a manner so as to avoid, reduce or control all foreseeable risks to health and safety to any person to a tolerable level.'

The School endorses this and further aims to ensure that all staff receive sufficient information, instruction, training and supervision in order:

- To comply with relevant safety legislation
- To comply with the University Health and Safety Policy and associated policy and guidance
- To respond to emergency situations
- To work competently and safely

- To report accidents, near misses, unsafe conditions and dangerous occurrences and to assist in their remediation and investigation.
- To take responsibility for their own health and safety and to not put that of others at risk

In order to achieve the aims set out above, the Head of School, who is responsible for safety in the School, has designated The School Administrator to be responsible for safety advice and co-ordination within the school and is our prime contact with the University Safety Office.

Training

Health and Safety training courses are run from the Health and Safety office on a number of topics which are listed on your Staff Development pages on Sussex Direct. Safety training for research projects is identified by the supervisor/lab head.

Health & Safety documents online

School website

<http://www.sussex.ac.uk/psychology/internal/staff/proceduresetc>

University safety website

<http://www.sussex.ac.uk/hso/healthandsafety>

EMERGENCY PROCEDURES

In an emergency dial Ext 3333 (Security Service) from an internal phone or 01273 873333 from a mobile.

It is important that this number is used and NOT 999 as the Security Team will meet emergency services at the entrance to the campus and guide them directly to the relevant location. Otherwise, emergency vehicles can get lost on campus and this may delay their response.

Blue emergency telephones are also provided at various locations on campus. They are directly linked to the University's 24-hour Security Service. The following link provides a list of locations:-

<http://www.sussex.ac.uk/bmec/internal/documents/emergency-phone-locations.doc>

First Aid

The Security Office on Ext 3333 is responsible for contacting the University's First Aiders and should be contacted immediately.

Accidents

ALL accidents or incident, including near misses **MUST BE REPORTED** to the School Safety Advisor. This is the case **no matter how minor** (some so-called minor accidents can cause later complications).

A number of First Aid boxes are distributed around our buildings please ensure that you are aware of their location, a list of which is available from the Premises Supervisor in each building.

Fire Precautions

Every Tuesday afternoon the fire alarms are tested with a short intermittent tone. The alarm will sound for a few seconds only. Any longer and the alarm is genuine! This happens at approx. 3.20pm for Pev 2 building, approx. 3.25pm for Pev 1 building and approx. 3.45pm for the John Maynard Smith (JMS) building. If the fire alarm goes off for a longer period or at any other time, leave what you are doing and exit the building by the quickest, safest route. Do NOT stop to collect your belongings. Do not congregate by the building entrance but move to the nearest Assembly point (see below); these are identified by a green sign with the tick. Do not re-enter the building until told by the person in charge that it is safe to do so. If you have any students or members of the public with you, take them outside and direct them to the assembly point as well.

Assembly Points:

Pev 1 at the corner of the building near the location of the Meeting House / Sussex House (fire point 10).

Pev 1 & 2 at the corner of Pev 1 near to the zebra crossing on the North-South Road (fire point 8).

Pev 2 at the corner of the building near to the location of the Genome Centre / JMS Building (fire point 9).

At the top of Biology Road (fire point 5), or in Biology Road, outside the BSMS Research building (fire point 4).

There are floor wardens appointed for each area within the building. Floor Wardens are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the Fire Marshal, usually a Premises Assistant, at the Control Point. The floor wardens list is displayed on the Health & Safety notice boards.

PEEPs

A PEEP is a **P**ersonal **E**mergency **E**vacuation **P**lan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency e.g. the disabled, the elderly, pregnant, very young, those temporarily injured. If you think that you will require a PEEP, you will need to complete a form which is available online at <http://www.sussex.ac.uk/hso/healthandsafety/disability>

Display Screen Equipment (DSE)

When required, the use of DSE will be assessed to prevent poor posture with the possibility of resulting aches and pains. The School has its own trained DSE assessors and one will be allotted by the School Administrator to make an appointment with you at a convenient time as soon as possible after the start of your employment with us. These assessments usually take about 20 minutes.

Manual Handling

Whether you are moving furniture or lifting boxes of photocopy paper, you are undertaking a manual handling activity. In order to avoid any ill health effects from manual handling please follow the guidance

<http://www.sussex.ac.uk/hso/healthandsafety/manualhandling>

Please also email SEF (Sussex Estates and Facilities) for porter and facilities requests.

Risk Assessments

All work activities should be risk assessed and should comply with current legislation to protect workers and the environment. The control of substances hazardous to health (COSHH) regulations have specific controls for Chemical and Biological Hazards. Risk assessment forms can be found on the school safety website.

Training is available through the Health, Safety and Wellbeing Office for those staff who need to undertake risk assessments. Risk Assessment forms are available online:

<http://www.sussex.ac.uk/psychology/internal/staff/proceduresetc> (for fieldwork) and <http://www.sussex.ac.uk/hso/healthandsafety/riskassessment> for everything else.

New and Expectant Mothers

Contact your line manager or the H&S advisor who will advise and carry out a personal risk assessment.

Out of Hours working

Normal working hours are 0900-1730 hours, Monday to Thursday, and 0900-1700 hours on Friday.

All activities considered appropriate to be undertaken outside normal working hours must be subjected to a risk assessment, and allocated to either high low or medium risk categories and the appropriate control measures rules for each category followed.

Smoking

In line with University policy, smoking is prohibited in all areas of the School, including offices and within two metres of any part of the building. Smoking is also prohibited outside the front entrance of the building. This policy can be found at

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=smoking-policy.pdf&site=332>

FACILITIES AND RESOURCES

Psychology is spread out over several buildings. Pevensey 1 + 2 buildings contain most of the School facilities and the John Maynard Smith (JMS) building has a smaller group of offices and specialist facilities.

Entrances and out of hours access

Buildings are open from 07.30-18.00. Out of hours access to Pevensey is controlled by a system called SALTO. IT uses appropriately enabled ID cards or small blue tags. The great majority of staff will have ID cards.

To come into the Pev 1 building via the entrance opposite the Meeting House, use a proximity tag / card to open. Students can use the keypad to access the PC cluster rooms; the code for this can be found on the Computing Centre (ITS) web pages:

<http://www.sussex.ac.uk/its/facilities/pc/pcclusters>

To come into the Pev 1 building via the North-South Road, out of hours, you will need a proximity tag to open the door.

To come into the Pev 2 building via the door near to the Genome Centre, out of hours, you will need a proximity tag / card to open it.

Proximity tags / cards are available from The Premises Supervisor. YOU WILL NEED TO PICK UP A FORM FROM THE SCHOOL'S SPECIALIST COORDINATOR FIRST.

Security - Keys and cards

JMS link - This building is secured at 18.00 hours each day and access is by use of access card only. For safety and security many parts of the building are accessed through card locks. You will need to sign some forms to say you have received your key(s). Please see the specialist coordinator for issue of cards, office keys and door codes.

Reporting building-related faults

All building-related faults such as blocked toilets/leaks/faulty fume cabinets/faulty lighting etc should be reported immediately to ensure their rapid resolution. For all building-related faults, please contact SEF

Post

Your mail will be delivered to the Psychology School Office in Pev 1 (2A13). Please ask which pigeon hole it will be put in, inside the office or outside in the corridor (level 2A). If you have any internal or external mail to send, there is a tray for each in the office that you may use. Last mail collection of the day is 3pm, so make sure if you have anything to go it's in the appropriate tray by then. There is also a post box next to Barclays bank on the corner of Sussex House for mail that has a stamp on it.

Photocopying / Printing / Scanning

There are two machines in Pev 1 (2B17) & one machine in Pev 2 (4B6) you can use for printing, photocopying AND scanning. For photocopying you will need a code to operate it, which the School Office can arrange on provision of your staff/registration number. If there is a fault please contact the School Office.

Fax Machine

There is a machine in the Psychology School Office. To receive faxes, the number for people to call is (01273) 678058. There is another fax machine in Pev 1 2B17, one of the photocopier/print rooms. To receive faxes, the number for people to call this one is (01273) 872829

Poster Printer

There is a poster printer located in the storeroom in Pevensey 1. Please ask the technicians about access.

Telephones

The phone in your office should have the ext number written on it. If in doubt call 01 and ask the switchboard to confirm what it is. The switchboard can also help you with phone numbers for other people across campus, for directory enquiries, and what numbers you can call from your phone (e.g National, Mobile, International etc). Voicemail is installed automatically installed on the system. You can access the system by using a default security code 4444. You will then be able to change the

security code and personalise the voicemail messages etc. Instructions on use are provided by the Telephone Exchange. For problems with voicemail contact: telecoms@sussex.ac.uk .

For an outside line you need to prefix 9 before dialing the telephone number you're calling. For people calling in to you the area code is (01273). Then they can either go via the switchboard/main University number: (01273) 606755...or dial your number direct if you have this facility by prefixing your four figure extension number with 67 or 87 (ie. 01273 67xxxx or 01273 87xxx).

Teaching and Learning

Questions about teaching and learning - especially the technical side are covered on the University website. A good starting place is the Teaching & Learning section at <http://www.sussex.ac.uk/its/services>, although there is much other useful information on these pages.

Experiments / Money

We have a system called Sona which incorporates two databases: the subject pool – where you pay money to the people you use, and course credits – where you pay the subject 'in time'. For more information on this check out the technical services: <http://www.sussex.ac.uk/psychology/internal/staff/technicalservices/sonasystems> or e-mail: sona-admin@sussex.ac.uk

If you would like to take part in experiments yourself, then you can register with Sona. If you will be running human experiments during your time here, please come and talk to Pennie Ingram who will explain things in more detail: forms required, money* etc. *This also applies to any other money related matters: if you need an advance, make a claim, book conferences, purchase items, pay an invoice, use the School Visa card etc.

Occupational Health / Staff Welfare / Student Life Centre

Occupational Health is situated in the Hastings Building (x 7255), can offer advice and support on work-related health issues: occupationalhealth@sussex.ac.uk

Staff Welfare is situated in the JMS Building room 4D8 (x 7712), can provide confidential advice on matters relating to employment or personal issues.

For further information visit the University web site: <http://www.sussex.ac.uk/hso>

The Student Life Centre (SLC) is on the ground floor of Chichester 1. If your students require assistance, please refer them to the SLC. The SLC follows the lifecycle of all students so that as far as possible, needs can be anticipated and the right information provided at the right time and in the most appropriate ways. Advisors work alongside the Student Funding Team and the Health and Wellbeing Co-ordinator, to provide a single point for non-academic information and advice: <http://www.sussex.ac.uk/students/studentlifecentre> (x 6767).

THINGS TO DO WHEN YOU START

Web profile

Once settled please don't forget to put/up-date your details on your university profile page. To do this, log into Sussex Direct: <https://direct.sussex.ac.uk/mle/login.php> with your normal log in details, click on the arrow to the right of 'Personal' and select 'web profile' from the drop down list. Then click on each of the bullet points to enter data. The publications need to be done through Sussex Research

Online: <http://sro.sussex.ac.uk/>

Other web address addresses you might find helpful:

University of Sussex <http://www.sussex.ac.uk>

Psychology <http://www.sussex.ac.uk/psychology>

Psychology internal site <http://www.sussex.ac.uk/psychology/internal/>

Campus Map

<http://www.sussex.ac.uk/aboutus/downloads/findus/campusmap.pdf>

Forms (expenses claims etc) <http://www.sussex.ac.uk/finance/forms>

GENERAL INFORMATION FOR STAFF

Some notes on University issues (accommodation, travel) for new staff members can be found here:

<http://www.sussex.ac.uk/humanresources/personnel/notesfornewmembersofstaff>

Holidays

Holiday entitlement is included in staff terms and conditions, which vary between categories of staff. They can be found here:

<http://www.sussex.ac.uk/humanresources/personnel/termsandconditions>

Academic staff, particularly (but not confined to) those involved in teaching, are asked to inform the Head of School's Coordinator of their absences (including holidays, conference attendance, etc). This will allow school office colleagues to let students and staff know the best way to contact staff.

The leave year runs from 1st October and all staff are expected to take their allocated holiday during the leave year. Requests to carry over unused leave to the following holiday year must be made and agreed by the relevant line manager.

Line managers need to be informed of all absences from the University and will advise on whether formal approval is required (e.g. signature on a leave card). If you are sick you need to let your manager know at once.

Academic staff should let the school office or the Head of School's Coordinator know about sickness absence. You will require a doctor's certificate after 5 consecutive days absence.

Pay information

For problems with pay contact payroll:

<http://www.sussex.ac.uk/humanresources/payrollandpensions/payrollandpensionscontactsbyareaoftheuniversity>

For information on pay levels :

<http://www.sussex.ac.uk/humanresources/personnel/salaryscalesratesofpay>

Job descriptions

Some information on role descriptors and job descriptions can be found here:
<http://www.sussex.ac.uk/humanresources/personnel/jobevaluation>

Insurance and travelling on business

<http://www.sussex.ac.uk/finance/forms>

Overseas Travel Safety and Security Risk Assessment form:

All business related travel should be covered by the University Travel Insurance. The forms must be completed in advance and are available online:

<http://www.sussex.ac.uk/hso/healthandsafety/riskassessment>

Expenses

The University of Sussex uses Agresso Finance System. This is an online system for expense claims, budget reports, etc. For more information, including the expense policy, please see:

<http://www.sussex.ac.uk/finance/newfinancesystem/expenses>

For more information see the FAQs:

<http://www.sussex.ac.uk/finance/newfinancesystem/faqs> or contact the Helpdesk on ext. 7172.

Academic Time Survey

This survey should be completed by all academic faculty during 6 weeks of the year. The relevant weeks will be notified to you by email. To complete the survey you need to log into Sussex Direct and go to the 'Personal' tab. Full instructions are provided on the relevant page.

Good Conduct Policy

You should be aware of the following policies:

<http://www.sussex.ac.uk/staff/research/spg/researchgovernance>

<http://www.sussex.ac.uk/finance/policies> and

<http://www.sussex.ac.uk/ogs/policies/goodconduct/hospitality>

In particular, hospitality of more than £50 should be registered with the School via the Head of School's Coordinator.

Family-friendly policies

The University's policies to support those with caring responsibilities can be found here:

<http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies>

The School has a dedicated HR Adviser who will provide advice and support.

Finance

School has a dedicated School Finance Manager, who will provide advice and support. Direct any queries to the school office in the first instance.

Information on the University's finance policies and systems can be found here:

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

Research support

Information on the University's research support systems can be found here:

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/res>

The School's Research and Enterprise Coordinator can advise on studentships, funding applications etc.

IT Services

IT equipment is provided by the University's IT Services unit and any computer related questions or issues should be sent on-line to ITS Support via the web form: <http://www.sussex.ac.uk/its/help/> then click on "fault reporting" in the left column menu.

Please note that it is a University requirement that all data is saved to the 'N' drive to ensure work is stored and backed up. Local drives do not meet this requirement. Where possible all University work should be saved on the School's shared folders ('G' drive).

IT Services registration and training

In order to set-up and activate your IT Services account, through which you receive your email account and address, you will need to visit IT Services Reception in Shawcross Building. For the building's location, see the campus map online: <http://www.sussex.ac.uk/aboutus/findus/campusmaps>.

When visiting IT Services you will need to take with you your letter of appointment as proof of identity. Your email account can be set up in a few minutes and will be ready for you to send and receive email straight away.

IT Services Reception hold training courses for staff. You can find out what is available at: <http://www.sussex.ac.uk/its/training/>.

Identity/Library /Salto access Card

All new staff at the University should obtain a photo ID card. This card will enable you to gain access to the University Library, Sports Centre, and out of hours access to Pev 1 and 2, and will also enable you to receive a discount at the University bookshop. In order to have your photograph taken and collect your card it is necessary to visit the Print Unit and see the Technician. You will need to telephone the Technician in advance to ensure their availability and when you visit you should take with you your letter of appointment and some personal ID. The Technician's contact details are:

Hastings Building Print and Reprographic Unit
Boiler House Hill
Tel: 01273 873278

Please note that the ID card service opening hours are 9.30am-12.30pm and 2.15pm-4.30pm Monday to Friday. Normal University closure days apply.

Business Cards

The Print Unit have a template for business cards and they can supply you with your own personalised cards, the minimum order being for 100. To order, you will need to complete an on-line stationery order form – see the procedure below. Once you have submitted your order, the Print Unit will send you a proof via email attachment

for checking before they print them off. The turnaround from order to receipt of the cards is usually around 2-3 working days.

Procedure:-

- type in the web address <http://www.sussex.ac.uk/sef/services/print>
- click on Stationery Order Form in the right column and enter your login details
- enter the details you want on the card
- enter the budget code (if you don't have one, contact the School Office)
- select Business Cards at the bottom of the page
- submit

Microsoft Outlook Calendar

Instructions on how to access the calendar can be found on:

<http://www.sussex.ac.uk/its/services/programsandsoftware/emailandcalendar/exchange>

It is important to use Outlook for your School diary system as only this method is used when sending invitations to meetings.

Parking permits and regulations

The University operates a parking permit/pass scheme and if you intend to drive to the University you will need to obtain a permit/pass to park. Staff are able to choose their method of payment - the cost of parking using a permit is deducted monthly from salaries and a pass enables you to pay on a daily basis at a reduced rate at one of the many machines on campus. Further information can be obtained via the following link: <http://www.sussex.ac.uk/sef/services/transport>

You can order your parking permit/pass via your Sussex direct page. Alternatively, contact the transport office, email: Transport@SussexEstatesFacilities.co.uk

For staff or students who are in possession of a valid UK Blue badge for disabled parking or a recognized parking for disabled badge for another country, we ask that they apply as normal for a parking permit and ignore the charge indicated.

Plus also e-mail Transport@SussexEstatesFacilities.co.uk with information on the badge, number and expiry date. The entry will be amended by the transport office on receipt of the request to then display exempt. The appropriate parking permit will be issued and sent to address on campus. This is an additional security measure to prevent fraudulent applications.

For staff who are not a holder of a valid blue badge, but consider that special needs for parking due to a medical condition is required, either temporary or long term can be referred to Occupational health for an assessment.

Staff Directory and Sussex Direct

Your homepage is automatically created from details you supply to Human Resources. Please ensure you keep your Sussex Direct page up-to-date otherwise incorrect information will appear on the University web Staff Directory and other web reports. You are responsible for updating any extension number and location changes by logging onto Sussex Direct and selecting the Personal > Job tab, then editing and saving the amendments.

Showers and toilets

There are showers in Pev 1, level 0 and level 2, and in JMS level 4. This map shows the locations of all shower and toilet facilities on campus.

<http://www.sussex.ac.uk/sef/services/transport/campus-map>

Cafés

See link for location and opening hours:

<http://www.sussex.ac.uk/catering/wheretoeat>

Lost Property

During office hours, see the Premises Assistant in your building.

Out of hours, go to Security, York House (open 24 hours).

Waste

Although you have a bin in your office for you to put your rubbish in, you are expected to empty it yourself (Pev 1 users at the moment). Outside in the corridors, not far from your office, you will see other larger bins. One will have a green lid for recycling, it will tell you on the side of the bin what you can recycle - mainly: paper, cardboard, cans and plastic bottles with no lids (blue plastic recycling bins are for paper only), the other will have a red lid for all other 'landfill' general waste. Pev 2 users have green bins in the corridor, and will still have their bins emptied from the office.

There is also a Compost Caddy in Pev 1 North-South Road entrance.

Elsewhere around campus you will see other larger recycling bins. Please be environmentally friendly and recycle as much of your rubbish as possible.

SCHOOL COMMITTEE INFORMATION

Information including committee timetables can be found on

<http://www.sussex.ac.uk/governance/committees>

and the School committee schedules and membership are available at:

<http://www.sussex.ac.uk/psychology/internal/staff/proceduresetc>

The Organisation of the University provides details such as members, terms of reference and regularity of meetings, link to this document is:

<http://www.sussex.ac.uk/governance/docs>

You will find committees of which you are a member on your Sussex Direct page under Admin, My Groups.

PROFESSIONAL SERVICES SUPPORT FOR ACADEMIC STAFF

MAIN PSYCHOLOGY ADMIN OFFICE:

The School Office is located in Pev 1 building, room 2A13. Main phone number is (internal) x 6638 (external 876638).

Out of hours (before 9am and after 5pm) the office is locked, faculty and certain people are allowed to gain access via the keypad, if you fall into this category, please ask what the code is.

Here you will find the following people:

Lee Thompson - School Administrator

Managing School admin support services, Health and Safety Coordinator.
x 2944 e-mail: L.Thompson@sussex.ac.uk

Pennie Ingram - Specialist Coordinator

Admin for research participation, staff induction, committees: Health, Safety & Environment / Ethics, resources: purchasing (claims, payments & Visa card) & equipment & buildings issues.
x 2796 e-mail: pennie@sussex.ac.uk

Fran Barnard - Curriculum and Assessment Officer

Admin for all Exam Processes, Curriculum, Regulation & Quality Assurance matters including Teaching & Learning Committee.
x 7285 e-mail: F.M.Barnard@sussex.ac.uk

Joanna Nicklin - Curriculum and Assessment Officer

Admin for all Exam Processes, Curriculum, Regulation & Quality Assurance matters including Teaching & Learning Committee.
x 8611 e-mail: J.C.Nicklin@sussex.ac.uk (Mon pm, Tues + Weds). **Maternity leave until July 2014.**

Leonie Griffiths - Postgraduate Programme Coordinator

Admin for Admin for all taught PGT courses (e.g. timetabling, teaching groups, exam papers), PGT student progress. UG Exam papers
x 7659 e-mail: L.M.Griffiths@sussex.ac.uk (available 9.15am-2.15pm).

Elouisa Huitson - Course Coordinator

Student support, attendance monitoring, student welfare and supporting SSPC
x 2825 e-mail: E.Huitson@sussex.ac.uk

Emma James - Course Coordinator

Admin for V&E students, Psychological Therapies course coordinator
x 2944 e-mail: E.A.James@sussex.ac.uk (available Tues - Thurs 9.30am - 2pm + Fri 11am - 2pm).

Claire Sherry - Course Coordinator

Admin for all taught UG courses (e.g. timetabling, teaching groups, exam papers), UG student progress. x 8704. e-mail: C.C.Sherry@sussex.ac.uk

Yasmin Ali - Clerical Assistant

Departmental Assistant - Support admin e.g. student queries, teaching groups, course materials/study direct.
x 8611 e-mail:

Elly Adams - Receptionist

Dealing with front line queries & coursework submissions & marks entry.
x 6638 e-mail: psychology@sussex.ac.uk

Paula Jarvis – Clerical Assistant

Front line queries & coursework submissions & marks entry
X 6638 email: P.Jarvis@sussex.ac.uk

We also have the following staff located in Pev 1, 2B13:

Mar Balboa Carbon - Head of School's Coordinator

Support for School Management team & internal/external communications & marketing, web management.
x 2827 e-mail: M.Balboa-Carbon@sussex.ac.uk

Carmel Stevenson - Rudd Centre Administrator

Admin support for the Rudd Centre including diary management for Prof Gordon Harold.
x 7102 e-mail: C.Stevenson@sussex.ac.uk

We also have the following staff located in Pev 2, 3B3:

Lene Hyltoft - Research & Enterprise Coordinator

Research support (grants) including support for doctoral staff; and support for post-doctoral students (PGR) (including admissions).
x 8940 e-mail: L.Hyltoft@sussex.ac.uk

Technical Services support

If you haven't received a computer/need help in anyway including connecting up, contact the ITS Science computing people (ext 8090) or use the online form at: <http://www.sussex.ac.uk/its/help/>

Senior Research Technician - Lab support:

Dan Hyndman D.Hyndman@sussex.ac.uk (Pev 1, 2D6a) x 4166.

Technical support:

Martha Casey mc24@sussex.ac.uk (Pev 1, 2D6a) x 2260 is our technician, for a wide variety of equipment including audio/visual. She also supports the Developmental and Clinical and Social and Applied Psychology research groups.

Our technicians (Dan and Martha) support all technical aspects of ongoing research, from hardware and software support to building an online survey for data collection and presenting your results in conference format.

The technicians can book lab space for your experiments and help with locating equipment, measures and scales, and software to assist you in designing and carrying out your research. They can also provide training in the use of relevant and they maintain databases of schools and child participants who can be used for your research.

PSYCHOLOGY TECHNICAL SERVICES:

<http://www.sussex.ac.uk/psychology/internal/staff/technicalsservices>

SCHOOL POLICIES & PROCEDURES

Archiving Policy and Guidelines

http://www.sussex.ac.uk/records/documents/records_management_policy.pdf

Email Etiquette

Please read the University Press and Communications Office guidance on the use of email:

<http://www.sussex.ac.uk/pressandcomms/communications/channels/email>

E-Procurement (electronic purchasing)

Please see the following for information on the Electronic Purchase Ordering system (EPO):

<http://www.sussex.ac.uk/procurement/1-3-1.html>

Information on University Hospitality and Catering

For information on Hospitality Services (booking refreshments for meetings, speakers, etc), please refer to the University Catering pages online:

<http://www.sussex.ac.uk/catering/index>

The Catering Services refreshment order form can also be found online:

<http://www.sussexfoodhospitality.com/updated/default.aspx>

GTS (General Teaching Space)

Please see the GTS booking form online:

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

STAFF DEVELOPMENT

Induction

You will receive a handbook and an induction checklist on arrival. There will also be a central induction session and a safety induction with the school safety advisor.

Mentoring

Your line manager will allocate you a mentor or 'buddy' from within the department for the duration of your probationary period.

Appraisal

The University policy is that annual appraisals are held with your line manager or other appropriate person during Spring-time. The University's Appraisal policy, guidelines and training can be found on:

<http://www.sussex.ac.uk/staffdevelopment/1-7.html>

General staff development

The University runs a wide variety of courses to support your personal development. For these courses, see: <http://www.sussex.ac.uk/staffdevelopment/>

Sussex Direct

All those at the University are expected to use Sussex Direct. If you need help with this, there are courses available. To book a place, log in with your ID and password into Sussex Direct:-

- click on the "Personal" tab
- then "Staff Development"
- choose "Staff Development Course Listings and Booking Facility"
- select "Information Technology"
- then "Sussex Direct"

Alternatively, you can email training-matters@sussex.ac.uk.

Other Computer and IT courses

You can book yourself on any appropriate course. See:

<http://www.sussex.ac.uk/its/training/>

Essential Computer and IT courses

You can book yourself on any appropriate course by following the above procedure. However, you will need to attend a course on how to enter marks and attendance using Sussex Direct.

See: <http://www.sussex.ac.uk/its/training/>

Sussex Direct Tutor & Convenor training sessions have been organised to take place at the start of the Autumn Term. Details of relevant training courses are available on Sussex Direct.

Agresso

The Agresso team offers training courses on different functionalities of Agresso as well as monthly drop in workshops to assist users with specific problems/queries. These courses are also available to PhD students who are registered to use Agresso. For more information about courses, availability and dates, go to <http://www.sussex.ac.uk/finance/newfinancesystem/training-courses>

Key information for academic managers of research staff

Contacting Research Staff. Academic faculty are encouraged to use the Research Staff and Postdoc mailing list (psychology_postdocs@sussex.ac.uk) to spread information about news, events, teaching and supervision, or other matters.

Support for Research Staff. Research staff representatives provide information and support and work towards improving the experience of research staff within the School and at a University level. A Research Staff Rep will meet with new members of staff as part of the induction process. Currently the Research Staff Reps are Leanne Proops and Rebecca Graber (l.c.proops@sussex.ac.uk; R.Graber@sussex.ac.uk). The Deputy Director of Doctoral Studies for Psychology, also looks after the Researchers. The Research Staff Office in the Research and Enterprise Division provides support and career development information for Postdoctoral Researchers: <http://www.sussex.ac.uk/staff/research/researchstaff> and has a dedicated Research Staff Officer, Natalie James (N.A.James@sussex.ac.uk) who will also meet with new research staff on a termly basis.

The University of Sussex has adopted the Concordat, a set of guidelines that have been introduced by the Government to Support the Career Development of Researchers. The PI, with the Head of School, is responsible for the career management of research faculty from the recruitment stage to the end of their contract. The University guidelines for PIs managing research faculty can be found here: <http://www.sussex.ac.uk/humanresources/personnel/policies>. The Concordat can be found here: <http://www.researchconcordat.ac.uk/>

Involvement in School Life: Research staff are members of faculty and line managers and Heads of School are asked to ensure that research faculty are integrated into School life, this may involve a good induction, ensuring that they are involved in social occasions and invited to School meetings.

Induction: Line managers (postdoctoral supervisors) are responsible for managing a satisfactory induction process for their research faculty. New staff will be given an induction pack on their arrival that includes the Research Staff Handbook (which can also be found here: <http://www.sussex.ac.uk/psychology/internal/staff/proceduresetc/>) This provides them with essential information and an induction schedule that outlines the key members of staff they should make contact with in the first few weeks. This checklist-style schedule is available in the Research Staff Handbook. Please familiarise yourself with this document and facilitate the setting up of welcome meetings, a welcome message in the weekly School Bulletin and an introduction at the first School Meeting is a good way to introduce new staff to the faculty. Please also brief research staff as to the opportunities for contact within their research group (e.g., seminars) and across the School (e.g., Colloquia and School Meeting). Additional guidelines can be found here: <http://www.sussex.ac.uk/humanresources/personnel/policies>.

Continued Professional Development: Managers should actively encourage researchers to undertake Continuing Professional Development (CPD) activity as far as is possible within the project. CPD should be discussed at least at 6 monthly intervals and career goals and CPD reviewed during appraisals. Opportunities may

include teaching, student supervision, writing publications, co-reviewing papers, grant writing practice, career development courses within the university and from outside providers, as well as conference attendance. PIs should provide information on CPD options and assist Research Staff in accessing funds in the School and further afield to achieve this. Delivery of University-based training is currently undergoing restructuring, but PIs are encouraged to signpost researchers to these central resources.

Appraisal. The University policy is that annual appraisals are held for research staff with a line manager or other appropriate person during Spring-time. The University's Appraisal policy, guidelines and training can be found on:
<http://www.sussex.ac.uk/staffdevelopment/1-7.html>

Teaching and Supervision Opportunities. Some postdoctoral researchers will want to take on a small amount of teaching or student supervision to gain experience. Under their conditions of service, research faculty can be invited to teach up to 60 hours a year without pay unless otherwise agreed. This experience is important for making the transition from postdocs to permanent teaching staff. Line managers should be involved in early discussion to ensure that the additional workload would not compromise the running of the research project. Practice and accountability of project supervision should follow the School's established guidelines, which use a tiered structure taking into account researchers' prior experience (novice, experienced and independent supervisor). Enquiries for teaching opportunities should be made to the relevant course conveners. Enquiries regarding supervision of student projects including guidance as to supervision practices should be made to Eisuke Koya (E.Koya@sussex.ac.uk). For general advice on teaching matter please contact the Director of Teaching and Learning, Robin Banerjee. The precise nature of teaching activities and their timing would be determined by the Head of School after consultation with the investigator.

End of contract: For many research staff, employment on a fixed term contracts is the most difficult aspect of their work and support should be provided in the final phase of their contract to facilitate their move to a different job in academia or elsewhere. The Concordat recognises the importance of "retaining researchers with the highest potential to achieve excellence in research" and a meeting with the Head of School can be arranged to discuss possibilities for redeployment, bridging funding or creation of posts. Staff should also be put on the University's redeployment list. Advice on how/where to apply for further posts/funding that is based on the career plan of the researcher (i.e. whether they want to continue in research path or get a lectureship or move outside academia) should be provided. Research staff will also normally be contacted by the Research Staff Office and Careers and Employability Centre six months prior to the end of their contract. They can offer support in making the transition to new employment.