

US

University of Sussex

**RESEARCH STAFF
HANDBOOK**

School of Psychology

2015-16

SCHOOL OF PSYCHOLOGY RESEARCH STAFF HANDBOOK

Table of Contents.....	1
Induction Schedule	4
Welcome to the School of Psychology.....	5
University Structure	6
The University of Sussex: where you fit in.....	6
Psychology Research Groups.....	7
Key Contacts.....	8
Things to do when you start.....	9
Staff Card.....	9
Access Card.....	9
Photocopying/Printing/Scanning.....	9
IT Services Registration.....	10
Web profile.....	10
Research Staff Support.....	10
Research Staff Reps.....	10
Research & Enterprise.....	11
Research Staff Office.....	12
Research Staff Concordat.....	13
Staff Development.....	14
Induction.....	14
Mentoring.....	14
Appraisal.....	14
General staff development.....	15
The Researcher Development Programme.....	15
Sussex Direct.....	15
IT courses.....	16
Teaching Opportunities.....	16
Technology Enhanced Learning Team.....	16
Other Teacher Training Opportunities.....	16
Careers Advice.....	16
Professional Services Support for Academic Staff.....	17
Main Psychology Admin Office.. ..	17

Technical Services support.....	18
Psychology Technical Services:.....	19
Health & Safety.....	19
Health & Safety.....	19
Training.....	19
Health & Safety documents online.....	19
Emergency Procedures.....	20
First Aid.....	20
Accidents.....	20
Fire Precautions.....	20
PEEPs.....	21
Display Screen Equipment (DSE).....	21
Manual Handling	22
Risk Assessments.....	22
New and Expectant Mothers.....	22
Out of Hours working.....	22
Smoking.....	22
Facilities and Resources.....	23
Entrances and out of hours access.....	23
Security - Keys and cards.....	23
Reporting building-related faults	23
Post.....	23
Photocopying / Printing / Scanning.....	23
Fax Machine.....	23
Poster Printer.....	24
Telephones.....	24
Teaching and Learning	24
Experiments / Money.....	24
Occupational Health / Student Life Centre.....	24
General information for staff.....	25
Holidays	25
Pay information.....	25
Job descriptions	26
Contract and Employment Rights.....	26
Insurance and travelling on business.....	26
Overseas Travel Safety and Security Risk Assessment form:.....	26
Expenses.....	26

Good Conduct Policy.....	26
Family-friendly policies.....	26
Finance.....	27
Research support.....	27
IT Services	27
IT Services registration and training.....	27
Identity/Library /Salto access Card.....	27
Business Cards.....	27
Microsoft Outlook Calendar.....	27
Parking permits and regulations.....	28
Staff Directory and Sussex Direct.....	28
Showers and toilets.....	28
Cafés.....	28
Lost Property.....	28
Waste.....	28
School Committee Information.....	29
School Policies & Procedures.....	29
Archiving Policy and Guidelines.....	29
Email Etiquette.....	29
E-Procurement (electronic purchasing).....	29
Information on University Hospitality and Catering.....	29
GTS (General Teaching Space).....	29

INDUCTION SCHEDULE

New research staff are strongly recommended to speak with the faculty and staff members below as part of their induction process. Line managers (postdoctoral supervisors) are ultimately responsible for managing a satisfactory induction process. They will facilitate some of these meetings, but new research staff members will want to ensure they have met with each of the persons specified below.

Area	What is covered?	With Who	Date/Time Completed
Welcome by Head of School	Admin, Finance, teaching overview.	Tom Ormerod	
Welcome by Head of Research Group	Research field overview, staff introduction	Andy Field, Pete Harris, Alan Garnham or Aldo Badiani	
(Deputy) Director of Doctoral Studies	Permanent school faculty member responsible for supporting research staff	Jamie Ward or Sarah King	Termly lunch held
Housekeeping	School tour, contacts, access, printing etc.	Pennie Ingram	
Health & Safety	H&S, Emergency procedures, DSE	Lee Thompson	
HR	Work hours, holiday, salary, sickness, pensions	Claire Thomas/ Elizabeth Byrom-Colburn	
Research Staff Office	Research staff support and staff development	Natalie James	Termly inductions held
Research Staff Reps	Reps role, mailing lists, campus tour	Duncan Carmichael, Christiane Oedekoven or Leanne Proops	
Research & Enterprise	Resources for finding funding	Sui-Mee Chan	
Teaching and Learning Director	Teaching & supervision opportunities	Robin Banerjee	
Finance System	Agresso	Ann Gearing / Lee Thompson	

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

UNIVERSITY STRUCTURE

The University of Sussex: Where you fit in

The University of Sussex is divided into 12 Schools of study:

- School of Psychology
- School of Business, Management and Economics
- School of Education and Social Work
- School of English
- School of Global Studies
- School of Engineering and Informatics
- School of History, Art History and Philosophy
- School of Law, Politics and Sociology
- School of Life Sciences
- School of Mathematical and Physical Sciences
- School of Media, Film and Music
- Brighton and Sussex Medical School

A full list of Schools and Departments can be found here:

<http://www.sussex.ac.uk/aboutus/schoolsdepartments>

Although you will be mainly working within your research group and School, the University has a vibrant research community with over 900 doctoral students, around 540 teaching and research staff and 280 research-only staff, with 15-20 research-only staff working in the Psychology School each year.

In addition to academic schools, there are other key services available to all university staff including IT Services, Research & Enterprise, Childcare, Staff Development Unit, Careers and Employability Centre, HR, Finance, Health and Safety, Sussexsport. For more information see the staff information pages <http://www.sussex.ac.uk/staff/>.

The Research Staff Office in the Research and Enterprise Division also provides support and career development information for Postdoctoral Researchers:

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

Psychology Research Groups

The School of Psychology is organised into four research groups: Developmental and Clinical Psychology, Social and Applied Psychology, Cognitive Psychology and Behavioural and Clinical Neuroscience. Each group holds regular seminar series during term-time.

[Developmental and Clinical Psychology](#). This Group, under the direction of Professor Andy Field, focuses on human development and clinical psychology. The Group does extensive work to inform and evaluate practical interventions. Particular areas of interest include Cognition and Communication (e.g., language acquisition, development of collaborative interaction), Social and Emotional Development (e.g., peer relations in school, family relationships) and Mental Health through the Lifespan (e.g., psychosis, childhood anxiety). Labs within the group include the Sussex Baby Lab, the WORD lab, the CRESS lab, the ChaTlab, MARS and the CATT lab. Contact Georgia Leith for details on research group seminars.

[Social and Applied Psychology](#). This Group, under the direction of Professor Pete Harris, is one of the largest groups of social and applied psychologists in the UK. The Group focuses on how people's relationships - within or between groups - affect behaviour, and conversely how behaviour is affected by social factors. Particular areas of interest include Health Psychology and Behaviour Change (e.g., self-regulation, alcohol consumption interventions), Identity, Culture and Well-being (e.g., cultural values, social identity satisfaction), Intergroup Relations, Group Processes and Collective Behaviour (e.g., collective participation and mass emergencies), and Prosocial and Moral Engagement (e.g., altruism). The Group works extensively with private and public sector organizations to develop theory and practically apply findings to promote change. Contact Paul Sparkes for details on research group seminars.

[Cognitive Psychology](#). This Group, under the direction of Professor Alan Garnham, focuses on normal adult cognition, developmental issues and pathologies using a variety of behavioural and neuroscientific methods such as EEG/ERP, TMS and fMRI. Particular areas of interest include Language and Communication (e.g., language comprehension and categorisation), Attention, Visual Perception and Cognition (e.g., colour perception, synesthesia, visual attention and awareness), Mammal Vocal Communication and Cognition (e.g., mammalian social intelligence, cognitive abilities and vocal communication) and Learning, Memory and Consciousness (e.g., episodic memory, unconscious processes). Labs include the Mammal Vocal Communication and Cognition Group, Sussex Colour Group, the Episodic Memory Lab, Human Psychophysiology Lab and a specialized Synesthesia group. Contact Samuel Berens for details on regular Group seminars. Many Group members also attend neuroscience seminars at the School of Life Sciences and seminars at the Clinical Imaging Sciences Centre (contact Christiane Oedekoven for details).

Behavioural and Clinical Neuroscience. This Group, under the direction of Professor Aldo Badiani, focuses on the interrelationship between animal, human and clinical research. The Group has strong partnerships with the Brighton and Sussex Medical School, regional university hospitals and NHS trusts, the Sackler Centre for Consciousness and the Clinical Imaging Research Centre. Particular areas of interest include Aging and Dementia (e.g., cognitive aging, gene manipulation), Appetite and Obesity (e.g., associative learning, appetite control), Addictive Behaviour (e.g., neuropsychopharmacology of drug addiction, environmental influences), and Influences of Early Developmental Insults on Adult Behaviour (e.g., impact of drugs or early life stress). Labs include the Sussex Ingestive Behaviour Group.

You can keep up to date with current research on [the School blog](#), which is always looking for new contributions! Ask Head of School's Coordination for details. You can also follow the School on Twitter [@Sussex_Psych](#).

KEY CONTACTS

Position	Name	Email	Tel:
School Administrator (Safety Advisor)	Lee Thompson	leet@sussex.ac.uk	2944
Premises Supervisor - Pev 1	Johnny Parish	john.parish@sussexstatesfacilities.co.uk	7594
Premises Supervisor - JMS	Neville Snowdon	Neville.Snowdon@sussexstatesfacilities.co.uk	6759
Specialist Coordinator	Pennie Ingram	P.M.G.Ingram@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

Web 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/Units/finance/forms/>
Research Staff Office [Research Staff Office](#)

THINGS TO DO WHEN YOU START

Staff 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 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.

Access Card

Some labs/rooms and buildings out of hours are accessed with a swipe/proximity card. Proximity tags / cards are available from The Premises Supervisor. Please fill in the form you will be given or ask the School's specialist coordinator for this so that your card can be programmed with the relevant access areas specific to you.

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. Your ID will need to be added to the system to allow printing, which the Specialist Coordinator can arrange on provision of your staff/registration number. You will also require a keypad code to access the print room in Pev 2 and your staff number is required for photocopying.

IT Services registration

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.

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/>

RESEARCH STAFF SUPPORT

Research Staff Reps

Research staff reps give a voice to the Research Staff Community within the School and at a University level. They are here to provide information and support and to work towards improving the experience of research staff. The reps attend termly School meetings, are involved on the Equality and Diversity Working Group, and sit on the School Research Committee, Health and Safety Committee, Research Degrees Committee and the University-wide Research Staff Working Group where they will provide feedback and raise ideas and concerns of research staff. A Research Staff Rep will meet you as part of your induction process to talk about their role in supporting research staff and please feel free to contact them with any questions and suggestions throughout your stay at Sussex.

There are also termly opportunities to meet with other researchers at the School of Psychology research staff lunches where research staff can get together to socialise, discuss relevant issues and to meet with Sarah King, The Deputy Director of Doctoral Studies for Psychology, who also looks after the Researchers. There are also termly opportunities to meet with research staff across the University at the Research Staff Forums.

Contacts

Your Research Staff Reps are:

Duncan Carmichael (Email: d.a.carmichael@sussex.ac.uk, T: Office: Pev 2 3B12)
Christiane Oedekoven (Email: c.s.oedekoven@sussex.ac.uk, T: 2776, Office: Pev 1 1C2)
Leanne Proops (Email: l.c.proops@sussex.ac.uk; T: 6602; Office: Pev 2 3B10)

The Research Staff and Postdoc mailing list is: psychology_postdocs@sussex.ac.uk

Research support (Research & Enterprise)

The Research Development team is part of Research & Enterprise Services (R&E) and is responsible for advising on the preparation of all applications for research funding, ensuring that they meet the funders' criteria and are properly costed and priced, for approving applications, and for checking, re-negotiating, and accepting awards. The team is also responsible for supporting the University's consultancy engagement, including pricing, offers of service, and internal approvals. **The Research Development Officer for Psychology is Sui-Mee Chan.**

For postdoctoral researchers applying for research funding can be a daunting process. Sui-Mee can provide advice and information on sources of funding for postdocs and early career researchers. She will support and guide applicants through all stages of the application process by: advising applicants on the funding criteria and strategies of the funder; outlining the funder's application submission process; assisting with the costing and pricing of the project budget; Checking and providing feedback on draft proposals, including tips on project management, impact, dissemination; and advising on the internal approvals and review processes. Completed proposals should be sent to Sui-Mee Chan at least **10 working-days** before the funder's deadline. This allows enough time for the proposal to be checked and edited if necessary. Please also make allowances for the School's internal review process before this 10 working-day minimum period.

R&E contacts:

Research Development Officer: Sui-Mee Chan (Ext. 3448 email: s.m.chan@sussex.ac.uk)

Research Impact Officer: Christina Miariti (Ext 7692 email: c.miariti@sussex.ac.uk)

Research Governance Officer: Isla-Kate Morris (Ext 2748 email: I.Morris@sussex.ac.uk)

Head of Contracts and IP: Nigel Knight (Ext. 3758 email n.knight@sussex.ac.uk)

Research Finance Officer: Katherine Lennon (Ext 3848 email: k.lennon@sussex.ac.uk)

Websites:

R&E webpages: <http://www.sussex.ac.uk/staff/research/index>

Research Professional <http://www.researchprofessional.com>

Further 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.

Research Staff Office

The [Research Staff Office](#) in Research and Enterprise Services was newly established in 2013 to co-ordinate University wide support and provision for all research staff. The Research Staff Office work with Schools, and Professional Services across the University to champion the needs of research staff and implement policy and projects to support the professional development of researchers at Sussex. The office acts as a link between the University and researchers and organises events such as the termly Research Staff Forum to enable researchers from across the University to meet and to discuss topics relevant to working as an early career researcher. The Research Staff Office also works closely with the Researcher Development team in the Doctoral School to develop [training and development opportunities for researchers](#). In addition, the Research Staff Office manages the University's partnership with the European Commission's [EURAXESS](#) initiative, which provides support and assistance to researchers living and working in the EU. You can send any queries for EURAXESS via the local contact address Euraxess@sussex.ac.uk.

The Research Staff Office is always keen to hear from researchers and you should feel free to contact them with any issues, ideas and suggestions of how the University could better support the experiences and professional development of research staff. They are also a useful point of contact external to your school or department that can help if you have concerns about any aspect of your role. In addition you may find the [research staff webpages](#) a useful source of information relating to all aspects of your career as a Sussex researcher.

Contacts

Research Staff Officer: Natalie James (N.A.James@sussex.ac.uk; T:7979, Falmer House L1)

Director of Research Staff Development: Dr Lucy Robinson (L.Robinson@sussex.ac.uk)

University Research Staff mailing list: researchstaff@sussex.ac.uk

Research Staff Concordat

The University of Sussex has adopted the Concordat to Support the Career Development of Researchers. The Concordat offers a policy foundation for research staff career development, rights and responsibilities. The Concordat was introduced by the UK Government in 2008 to clarify the roles, opportunities and resources available to research staff across areas of training, management and support. The Concordat incorporates principles for support and management of research careers, with recommendations for institutional practice; expectations for support and management; and acknowledgement of researchers' responsibility to proactively direct their careers. This document has since been adopted by Universities UK, Research Councils UK and partner organisations. This is an exciting time for research staff at the University, with numerous changes being implemented to support a more secure career pathway for research staff.

The seven principles of the Concordat are as follows:

Principle 1: Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.

Principle 2: Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research.

Principle 3: Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.

Principle 4: The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.

Principle 5: Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.

Principle 6: Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.

Principle 7: The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK."

The Concordat is extensive in its recommendations. Researchers (individually and collectively) are encouraged to use the Concordat to support their career development and address emerging issues. Some particularly important matters highlighted within the Concordat include:

- Current legislation limiting the use of successive fixed-term contracts
- Responsibility of managers to actively and effectively manage and guide performance through the use of appraisals and project reviews
- Responsibility of universities to ensure appropriate training of managers in areas such as equality and diversity
- Support for continuity of researchers' employment, such as bridge funding
- Transparent pay progression made flexibly in accordance with the Framework Agreement, relevant trade unions and national and local employers

- Active encouragement to undertake Continuing Professional Development activity and develop transferable skills and competencies
- Training and support for teaching and demonstrating opportunities where applicable, as well as access to mentoring arrangements
- Researchers' access to honest and realistic understanding of their performance and career development
- Researchers should recognise and implement their ultimate responsibility to actively manage their career development, conduct and disseminate research in an ethical manner, and transfer and exploit knowledge as appropriate for policymaking and commercialisation for the benefit of the research organisation and wider society
- Addressing the disproportionate effects of the structure and working conditions of research careers upon the retention and progression of certain groups
- Consideration for equality, diversity and researchers' personal circumstances from recruitment through to career management, institutional policy and participation in diversity-promoting schemes
- Procedures to report and address discrimination, bullying or harassment without adversely affecting innocent parties
- Commitment by signatories to integrate the Concordat into their management and career systems

STAFF DEVELOPMENT

Induction

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

Mentoring

The University is currently working towards implementing mentoring schemes for researchers. If you would like more information about mentoring, would like help in finding a mentor or to take part in a mentoring working group and pilot scheme, then please contact Natalie James at the Research Staff Office (N.A.James@sussex.ac.uk) for more information.

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/>

The Researcher Development Programme

This programme provides year-round professional, research and career development workshops and events specifically for researchers at Sussex. The programme is intended to compliment the discipline specific development opportunities available through your School. It will help you to develop the high level professional skills required to successfully complete your research, and which are sought after by employers both within and outside of academia. The programme caters for all levels of skills- from those new to research to those with more experience. There are a range of options, and you can choose the activities that are right for you at each stage of your research journey. Our workshops also provide an important opportunity for you to meet and share experiences with other researchers from across the University.

The programme offers workshops and online support covering:

Technical & research skills

Information management

Personal effectiveness

Career development

Research management

Communication & dissemination

Engagement & impact

Our provision is guided by University strategy and national initiatives such as the [Researcher Development Framework](#) and Research Council expectations.

Contact

Helen Hampson (Researcher Development Officer) and Laura Chapman (Researcher Development Coordinator) manage the programme from the Doctoral School within Research & Enterprise. Colleagues from schools and department across the University are involved in developing and delivering the content.

Particular sessions, and online modules which might be of interest to research staff can be found here: <http://www.sussex.ac.uk/research/expertise/researchstaff/traininganddevelopment>

Sussex Direct

All those at the University are expected to use Sussex Direct to maintain an online project, keep your details up to date, book courses, etc. 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](mailto:email_training-matters@sussex.ac.uk).

IT courses

IT Services Reception hold training courses for staff, you can book yourself on any appropriate course via Sussex Direct. You can find out what is available at:

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

Teaching Opportunities

Although you will be employed primarily to conduct research, if possible, some researchers will want to take on a small amount of teaching or student supervision to gain experience. Under your condition of service, research faculty can be invited to teach up to 60 hours a year without pay unless otherwise agreed. The Concordat highlights the importance of providing appropriate staff development opportunities to allow research staff to make the transition from postdocs to permanent teaching and research staff members and the School of Psychology supports this option. Initial enquiries should be made with your line manager to ensure that the additional workload would not compromise the running of the research project. Enquiries for teaching opportunities should be made to the relevant course conveners and enquiries regarding supervision of student projects 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.

Technology Enhanced Learning Team

This team supports staff in effective and innovative approaches to using technology in teaching, learning and assessment. See their website for an outline of their services and courses:

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

Other Teacher Training

Teacher training resources are currently undergoing restructuring and a new unit is being developed to run PG Cert. training, supervisor training and other courses.

Careers Advice

The Careers and Employability Centre is here to support staff and students in developing their careers and employability and in searching for a new job when moving on from Sussex.

<http://www.sussex.ac.uk/careers/aboutus/publications/introbklt>

PROFESSIONAL SERVICES SUPPORT FOR 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).

Here you will find the following people:

Lee Thompson - School Administrator, managing School admin support services, Health and Safety Coordinator x 2944 email: 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 email: 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 email: 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 email: J.C.Nicklin@sussex.ac.uk (Mon pm, Tues + Weds).

Leonie Griffiths – Postgraduate Programme Coordinator, Admin for all taught PGT courses (e.g. timetabling, teaching groups, exam papers), PGT student progress. UG Exam papers
x 7659 email: L.M.Griffiths@sussex.ac.uk (Available Mon - Thurs, 9.15am-2.15pm).

Elouisa Huitson - Course Coordinator
Student support, attendance monitoring, student welfare and supporting SSPC
x 2825 email: E.Huitson@sussex.ac.uk

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

Tom Gittoes – Courses Coordinator
Admin for all taught UG courses (e.g. timetabling, teaching groups, exam papers), UG student progress.
X 8704 email: 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 email: Y.Ali@sussex.ac.uk

Elly Adams - Receptionist dealing with front line queries & coursework submissions & marks entry.

x 6638 email: 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 email: 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 email: C.Stevenson@sussex.ac.uk

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

Lene Hyltoft - Research & Enterprise Coordinator - Research support (grant applications and administration) for faculty and post-doctoral staff; and support for post-graduate students (PGR) (including admissions and Research Degree Exam Board).

x 8940 email: 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>

HEALTH AND SAFETY

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)

It is a requirement of those using DSE to 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 the Premises Supervisor (Estates and Facilities Management – 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. If you have any questions, contact the HR Advisor or refer to the family friendly web pages

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

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 access cards. Proximity tags / cards are available from The Premises Supervisor.

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. 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).

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

Email: 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 / Student Life Centre

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

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 Coordinator, to provide a single point for non-academic information and advice: <http://www.sussex.ac.uk/studentlifecentre/> (x 6767).

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 (including holidays) 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 (now called a Fit Note) after 5 consecutive days absence.

Pay information

For problems with pay contact payroll:

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

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>

Contract and Employment Rights

The University's policy on fixed term contracts can be found at

<http://www.sussex.ac.uk/humanresources/documents/ftc-manage-guide.pdf>. The University operates a re-deployment policy for eligible members of staff.

Information about employment rights for UK-based researchers is also available on the Vitae website: <https://www.vitae.ac.uk/doing-research/research-staff/practicalities-of-being-research-staff-1/employment-rights-for-researchers-in-the-uk>

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.

Good Conduct Policy

You should be aware of the following policies:

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

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

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

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).

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/efm/transportfaq>

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 email 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/efm/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 are also Compost Caddys: 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.

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/>