

SCHOOL OF GLOBAL STUDIES

Handbook for Academic Staff

Updated February 2023

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WELCOME

Welcome to the School of Global Studies! We hope you have a rewarding, successful and happy time while you are with us.

The aim of the School is to generate and share knowledge: to reflect on its social, cultural, and political implications, and to create new insights and solutions. We seek to do this through our research; through teaching that enables our students to be agents of positive change; and through engagements with policy, industry, and professional practice. Global Studies aims to be an inclusive, respectful and enjoyable working environment for all, as set out in our ['guiding principles'](#) and on our [Equality, Diversity and Inclusion webpage](#).

This handbook is designed to serve as a guide for new academic staff in the School. It should be read in conjunction with the induction material for new staff provided by the University and available [here](#). The handbook is also relevant as a resource for existing staff.



SCHOOL ORGANISATION AND WHO'S WHO

In 2022, Global Studies employs around 110 academic faculty and more than 20 professional services staff, along with postdoctoral researchers and tutors (School tutors, doctoral tutors, associate tutors). We have around 1780 'registered' students, including more than 1060 undergraduates, about 600 postgraduate taught students and about 120 doctoral researchers.

The School Management Team (SMT) comprises the Head of School, Heads of Department and Directors (of Recruitment and Admissions, Equality, Diversity, and Inclusion, Teaching and Learning, Research and Enterprise, Student Experience, Doctoral Studies), as well as the Assistant Operations Manager, Assistant Education Manager, and Head of Professional Services. SMT meets once a month. It makes key policy decisions, informed by the input of each of departments and the meetings chaired by the various Directors. SMT minutes are available [via Box](#).

The School Meeting is a termly meeting of all staff in the School and student representatives. It is a deliberative forum that also helps to shape decisions made by SMT. Members of SMT provide reports to each School meeting, but all staff and student reps are invited to help shape the agenda.

The School is organized into three formal departments (International Relations, Geography and Anthropology). International Development acts as a fourth department, though its faculty are also all formally attached to one of the other three. Departments hold one or two meetings every term and you are expected to attend these unless you are on research leave.

Contact lists for all members of staff, associates and research students can be found under the departmental 'people' pages:

[Anthropology](#)

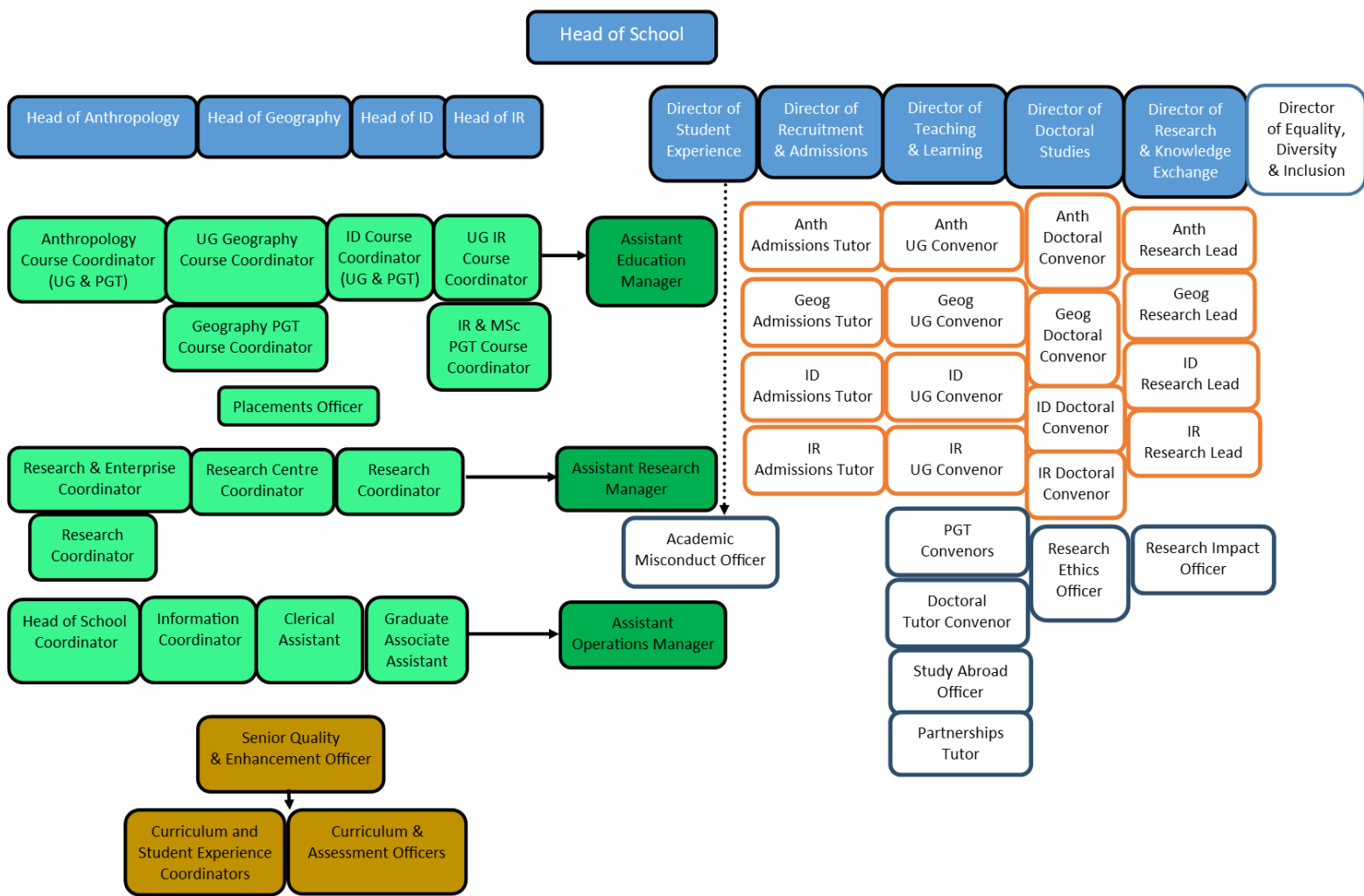
[Geography](#)

[International Development](#)

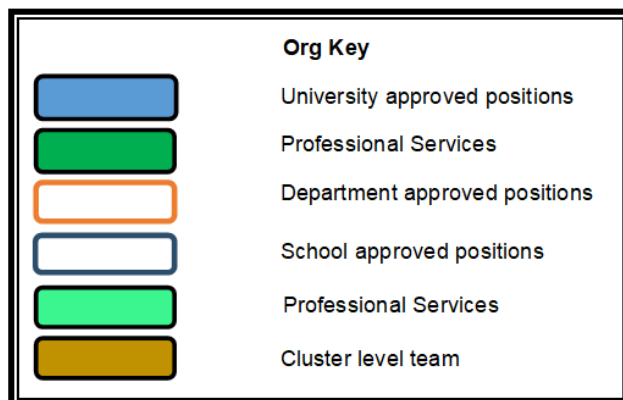
[International Relations](#)

Professional services staff in the School play vital roles in support of general administration and coordination, research communication and impact, placements, communications, student experience and student support. The School Office (C168) is your first port of call for general information and is where you will find the Departmental Coordinators and the Doctoral Research Coordinator. The Head of School Coordinator and Information Coordinator are in C167. You can contact the school office via email at global@sussex.ac.uk. The Assistant Operations Manager and Assistant Education Manager are located nearby in C129. The Assistant Research Manager and research admin team can be found in Arts C125.

Other key professional services colleagues are detailed in the School organisational chart (below). The service level agreement for the Global Studies School office can be found [here](#).



SCHOOL ORGANISATIONAL CHART



WHO'S WHO IN GLOBAL STUDIES: September 2022

ACADEMIC STAFF: SMT		
Head of School	Elizabeth (Buzz) Harrison	e.a.harrison@sussex.ac.uk
Head of Anthropology	Maya Unnithan	m.unnithan@sussex.ac.uk
Head of Geography	Simon Rycroft	s.p.rycroft@sussex.ac.uk
Head of International Development	Meike Fechter	a.fechter@sussex.ac.uk
Head of International Relations	Kevin Gray	k.gray@sussex.ac.uk
Director of Teaching and Learning	Wendy Ashall	globaldtl@sussex.ac.uk
Director of Research & Knowledge Exchange	Alan Lester	a.j.lester@sussex.ac.uk
Director of Student Experience	Louiza Odysseos	gs.dose@sussex.ac.uk
Director of Equality, Diversity, and Inclusion	Paul Boyce	p.boyce@sussex.ac.uk
Director of Recruitment and Admissions	Andreas Antoniadis	a.a.antoniadis@sussex.ac.uk
Director of Doctoral Studies	Geert De Neve	g.r.de-neve@sussex.ac.uk
ACADEMIC STAFF: OTHER SCHOOL ROLES		
Research Impact Lead	Dave Ockwell	d.ockwell@sussex.ac.uk
Tutor Convenor	Katie Walsh	katie.walsh@sussex.ac.uk
Academic Misconduct Officer	David Brenner	d.brenner@sussex.ac.uk
Partnerships Tutor	Benno Teschke	b.g.teschke@sussex.ac.uk
Postgraduate Convenors	Dinah Rajak Becky Prentice Paul Statham Sarah Scuzzarello Pedram Rowhani Martin Todd Anne Roemer-Mahler Lyndsay McLean Andrea Brock Agathe Mora Stefan Elbe	d.r.rajak@sussex.ac.uk r.j.prentice@sussex.ac.uk paul.statham@sussex.ac.uk s.scuzzarello@sussex.ac.uk p.rowhani@sussex.ac.uk m.todd@sussex.ac.uk a.roemer-mahler@sussex.ac.uk l.c.mclean-hilker@sussex.ac.uk a.brock@sussex.ac.uk a.mora@sussex.ac.uk s.elbe@sussex.ac.uk
Study Abroad Officer	Yi Wang	yi.wang@sussex.ac.uk
Research Ethics Officer	Stefan Elbe	s.elbe@sussex.ac.uk
Director of Practice Learning	Su Richards	s.richards@sussex.ac.uk
Admission Tutors	Anth: Karis Petty ID: Anke Schwittay IR: Louise Wise Geog: Melissa Lazenby	k.petty@sussex.ac.uk a.schwittay@sussex.ac.uk l.wise@sussex.ac.uk m.lazenby@sussex.ac.uk

PROFESSIONAL SERVICES STAFF		
EDUCATION TEAM		
Assistant Education Manager	Sarah Johnson	s.l.johnson@sussex.ac.uk
Anthropology Coordinator (UG & PGT)	Camila Supervielle	anthoffice@sussex.ac.uk
Geography Coordinator (UG)	Cathérine Senger	geography.ug@sussex.ac.uk
Geography Coordinator (PGT)	Meg Sweeney	geography.pgt@sussex.ac.uk
International Development Coordinator (UG & PGT)	Ben Facer	intdevoffice@sussex.ac.uk
International Relations Coordinator (UG)	Kit Eves	irdeptoffice@sussex.ac.uk
IR (PGT) and MSc Social Research Methods PGT Course Coordinator	Daniella Kiernan	irpgooffice@sussex.ac.uk
Placements Coordinator	Su Richards	globalplacements@sussex.ac.uk
Research & Enterprise Coordinator	Clare Brown	clare.brown@sussex.ac.uk
Research Coordinator	Adriana Davies	adriana.davies@sussex.ac.uk
OPERATIONS TEAM		
Assistant Operations Manager	Katie Meek	k.a.meek@sussex.ac.uk
Head of School Coordinator	Katie Campbell	hosc@global.sussex.ac.uk
Information Coordinator	Maria Andreou	ma2245@sussex.ac.uk ; globalcomms@sussex.ac.uk
School Office and Clerical Support	Michael Lyons Graduate Associate Assistant	global@sussex.ac.uk
RESEARCH TEAM		
Assistant Research Manager	Fergal Raftery	f.raftery@sussex.ac.uk
Research Coordinator	Sharon Krummel	s.a.krummel@sussex.ac.uk
Research Centre Coordinator	Eve Wilcox	e.wilcox@sussex.ac.uk
CURRICULUM AND STUDENT EXPERIENCE TEAM		
Senior Quality & Enhancement Officer	Emilia Moscardini-Powers	e.moscardinipowers@sussex.ac.uk
Senior Quality & Enhancement Officer	Susan Chater (until January 2023)	s.chater@sussex.ac.uk
Curriculum and Assessment Officer	Hannah Leigh	globalcao@sussex.ac.uk
Curriculum and Student Experience Coordinator	Tanya Wijesinghe	globalcao@sussex.ac.uk gs.studentexperience@sussex.ac.uk
Curriculum and Student Experience Coordinator	Maya Hafid	globalcao@sussex.ac.uk gs.studentexperience@sussex.ac.uk

WORKING IN GLOBAL STUDIES

GETTING STARTED AND FINDING YOUR WAY AROUND

Most staff are in Arts C, although we have a few offices in Arts B. Physical Geographers are located on the first floor of the Chichester 1 building, near to the Geography Laboratory.

GETTING YOUR ID CARD

All new staff at the University should obtain a photo ID card. This card will enable you to gain access to the Library, the Sports Centre (should you take out membership) and a discount at the University Bookshop. Visit the [Print Unit website](#) to find out how to collect your ID card, or to contact the Print Unit directly.

SALTO CARDS

A SALTO card allows you to photocopy and print, and to enter the building after hours. When you collect your ID from the Print Unit, you can also request a Salto card.

PHOTOCOPYING AND PRINTING

Both are done by the multi-function devices (MFDs) which are dotted around the School and across campus. You don't have to be connected to any device to send printing to it – just use 'UoS_Secure_Print on_ anosprt01.ousprinting.com' in the drop-down menu of your document. Use your SALTO card to release the printing/photocopying or request your printing code from ITS. Details on how to set up your SALTO card for printing can be found [here](#). You can also print online via <https://cloudprint.sussex.ac.uk/>

IT LOG-IN & EMAIL

To set up and activate your IT Services and email accounts you will need to visit the ITS help-desk in Shawcross Building to collect your log-in details. Please remember to take photo ID with you.

For more information and help setting up and using the University's IT Systems please visit the [ITS staff help page](#).

SUSSEX DIRECT

Sussex Direct is your personalised and secure gateway to University information, available both on and off campus. Within it you can view and edit all the information the University holds about you, for example your home address or financial details. You can also book various staff development or training courses through the 'Personal' tab. For more information and FAQs on Sussex Direct please visit the [ITS help page](#).

EMAIL ALL GLOBAL STUDIES STUDENTS & OTHER RESOURCES

[On this Canvas site](#), you can find plenty of teaching & learning resources and links to various useful guides. [Find out how you can email student groups](#), book rooms, make a Panopto recording and upload that onto Canvas, as well as other useful information.

WEB PROFILES

Your homepage is automatically created from details you supply to Human Resources and information held in Sussex Direct. It is an **internal** facing page only and for internal systems use – researchers will be required to update their external facing profile which is [ELEMENTS](#).

Please keep your Sussex Direct pages up-to-date as this information is also fed into the University Staff Directory and other relevant web reports. You can edit your web profile via Sussex Direct by selecting the Personal>Web Profile tab. You are also responsible for updating any office location or phone extension detail changes following an office move.

GLOBAL STUDIES BLOG AND SOCIAL MEDIA PLATFORMS

We are active on [Instagram](#), [Twitter](#) and [Facebook](#), and maintain a [WordPress blog](#) which welcomes submissions from students, staff and alumni.

GLOBAL STUDIES NEWSLETTERS

During term-time, we send out [weekly Global Studies event, research and news round-ups](#). Please contact globalcomms@sussex.ac.uk should you wish to share a new publication, event, or anything else you have been involved in with all Global Studies staff.

MAILING LISTS

You will automatically be added to any centrally-managed email lists as these are controlled by the central database. You will usually be allowed to post freely to these lists without moderation. You will be manually added to relevant school-managed lists. If you would like to join a list, you are not currently on please contact the Information Coordinator with your request.

CENTRALLY-MANAGED MAILING LISTS	
global_all@sussex.ac.uk	All GS staff (academic and PS)
global_acadall@sussex.ac.uk	GS academic staff
global_psall@sussex.ac.uk	GS professional services staff
global_tutor@sussex.ac.uk	All GS tutors (School and Doctoral)
SCHOOL-MANAGED MAILING LISTS	
<u>Departmental lists</u>	Each department has an internal mailing list, please contact your Department Coordinator if you have not been added to the relevant list.
globalPGR@sussex.ac.uk	All GS PGR students. This is managed by the Research & Enterprise Coordinator.

PIGEONHOLES

Pigeonholes for external and internal mail are in the Arts C post room (C163) – opposite the main School Office. The door is closed out-of-hours and the code is available from the School Office. Staff in Chichester 1 have their mail delivered to pigeonholes in CHI 1-136.

POST

Post can be sent via the trays in the post room. Please do not send personal mail and use 2nd class where possible (by writing on the package or envelope).

KITCHEN

There is a kitchen in the social space on the top floor of Arts C that staff and students are free to use.

PARKING

Parking on campus is limited and spaces are in high demand. Please see the [campus parking webpage](#) for more information about how to apply for a permit, deadline details and FAQs.

EVENTS AND ROOM BOOKINGS

To book an event in a Global Studies space please view the [events webpage](#) and contact global@sussex.ac.uk to book your event. Please note that notice is required when catering is requested, and a risk assessment will need to be completed for any events over 25 people.

We have two large meeting spaces, three small meeting spaces and the Dhaba café available as bookable space within the school. Please see the [room booking website](#) for more information and [photos of each space](#), and see below for details of how to book.

EVENT TYPE	CONTACT	NOTES
Teaching rooms for timetabled modules	Automatically timetabled but contact Departmental Coordinators with issues or queries	

Rooms for one-off events or seminar series etc.	To book general teaching space (GTS) around campus use the room booking request form . To book school space see details below	At the start of term GTS room booking calendars are locked until all scheduled teaching has been timetabled
Conferences and events	Contact the Space with US team direct for enquires about large conference or event spaces.	Funding required
SCHOOL SPACES AVAILABLE FOR BOOKING		
Arts C233	GTS – please book via the room booking request form	Seminar room Capacity: 36
Arts C333	Large school meeting room – please book through the school office: global@sussex.ac.uk	Large meeting space Large display screen and hybrid meeting equipment with PC Capacity: 23
Arts C175 Global Studies Resource Centre (GSRC)	Large school meeting room – please book through the school office: global@sussex.ac.uk	Large meeting and event space. Large display screen and hybrid meeting equipment with PC Capacity: 31 seated comfortably, 15 extra chairs
Arts C114	Small school meeting room – please book via the school's online room booking calendar	Small meeting space Large display screen and hybrid meeting equipment with Teams tablet and connection port for laptop Capacity: 10-12
Arts C333b	Small school meeting room – please book via the school's online room booking calendar	Small meeting space suitable for 1:1 meetings or workspace Desk and PC Capacity: 2-3
Arts B380b	Small school meeting room – please book via the school's online room booking calendar	Small meeting space suitable for small meetings or workspace. Desk and PC, meeting table Capacity: 4-6
Dhaba cafe	Café seating area – please book through the school office: global@sussex.ac.uk	Available from 4pm for events Capacity: 50 seated or standing

EVENT PROMOTION AND GLOBAL STUDIES CALENDAR

You can email globalcomms@sussex.ac.uk if you want to advertise your event in the [weekly School-news round up](#) or on social media, and you could also add this to [the School of Global Studies Calendar](#). Use this calendar as an advertisement tool to let us know about your event so we are aware of it.

Please contact Maria (ma2245@sussex.ac.uk /globalcomms@sussex.ac.uk) if you require support with advertising your event. We can help with social media posts and poster design or circulation. We can publish your event on the news pages, the School social media sites and [the weekly news round-ups](#). Please note, if you require a poster, a 10-day notice is required.

GLOBAL STUDIES FACILITIES – ITS & SEF REPORTING PROCESSES

ITS PERFORMANCE ISSUES

If you are experiencing ITS performance issues, please follow the process below:

- If your computer is running slow: Please submit a ticket through the [ITS Help dashboard](#) explaining the problem and asking for a service check. ITS may be able to run software updates and upgrade the hardware to improve performance
- If your computer has stopped working entirely or you are experiencing any other ITS problem: Please submit a ticket through the [ITS Help dashboard](#) explaining the problem

NOTE: if you have submitted a ticket to ITS but have not received a reply or working solution within 2weeks please contact Katie Meek (k.a.meek@sussex.ac.uk) for escalation support.

PURCHASING ITS EQUIPMENT

The school will provide every member of staff with one work computer. As the current school desktop computers come to the end of their lives they will be replaced by laptops as standard. Please note that we will only be able to replace an existing computer with a new machine if ITS have completed a service check and confirmed that it is no longer fit for purpose.

- If ITS have confirmed that your computer will need replacing please contact Katie Meek on k.a.meek@sussex.ac.uk
- If you would like to purchase new ITS equipment as part of a research project and have a budget code please contact the school office on global@sussex.ac.uk
- If you would like to purchase new ITS equipment for yourself using an incentive or departmental research budget code please submit an [expenditure request form](#) for authorisation before contacting the school office on global@sussex.ac.uk

OFFICE FURNITURE AND OTHER EQUIPMENT

The school will provide suitable office furniture and equipment required to facilitate good working conditions and enable staff to perform job duties effectively. If you require furniture or equipment that is additional to the standard items we provide you will need to request an Occupational Health review via your line manager to assess and authorise these purchases. Standard items include, but are not limited to: desk, office chair, mouse, keyboard, webcam, headset, mouse mat, wrist support, laptop riser, footrest.

- If you have a faulty piece of furniture or equipment that needs replacing please contact Katie Meek on k.a.meek@sussex.ac.uk
- If you would like to request office furniture or equipment please contact Katie Meek on k.a.meek@sussex.ac.uk

BUILDING ISSUES

- If you have a non-urgent request regarding your office, please contact Katie Meek on k.a.meek@sussex.ac.uk
- To report a non-urgent issue regarding the building please contact Katie Meek on k.a.meek@sussex.ac.uk
- To report an urgent building issue that is a danger to public health and safety (major leak, flooding, openly broken window, complete building power failure) please contact the SEF service desk directly on 01273 87 7777, or contact Security if out-of-hours on 01273 87 3333. Please also notify Katie Meek (k.a.meek@sussex.ac.uk) of the situation

HR MATTERS – CAREER DEVELOPMENT

MENTORS

When you start with us, you will be allocated a mentor (or in some cases, two). Your mentor(s) will have responsibility for your career progression, including guiding your research, as well as providing advice and support regarding your teaching. Ask your Head of Department who your mentor(s) will be. In addition, the University provides a [comprehensive mentoring programme](#).

TRAINING: THE PG CERT HE

This 60-credit level 7 course taken part-time over one year is required for all lecturers at the University on permanent contracts at above 0.4FTE with less than three years' consecutive HE teaching experience in a substantive faculty role. Successful completion of the course including assessments

supports staff professional development through skills acquisition and the award of a recognised professional qualification and Fellowship of the Higher Education Academy (FHEA). Participation is optional for lecturers with more than three years higher education teaching experience and for staff in other roles employed on permanent contracts at or above 0.4FTE. The course starts in September each year. To register for the PGCertHE, please complete the PGCertHE Registration Form together with your Head of Department and return to PGCertHEadmin@sussex.ac.uk. For more information, please see [here](#).

PROBATION

Permanent faculty automatically start with a period of probation. For more details on this process, please see the relevant sections [here](#).

APPRAISALS

Appraisal is intended to be a supportive process in which all staff are encouraged to reflect upon their work and supported in their development needs. Normally, academic staff are appraised by their Head of Department and postdoctoral researchers by their Principal Investigator. If you have any concerns about your appraisal meeting, please contact the Head of School. For more on the appraisal process, please see [here](#).

PEER REVIEW OF TEACHING

We engage in peer review of teaching at least once every two years, with new faculty expected to participate in their first year at Sussex. Peer review of teaching is organized by your Head of Department. Again, this is meant to be a supportive process to enable your career development.

PROMOTION

Members of faculty thinking about applying for promotion can seek advice from their Head of Department in the first instance. The School operates a Promotions Advice Committee, comprising Head of School, Heads of Department, and School Director of Equalities Diversity and Inclusion. This meets in November of every year and provides advice and feedback to potential applicants for promotion in advance of the formal cycle, which takes place in the spring. University information on promotions is [here](#).

HR MATTERS – THE WORKING YEAR

Planning of annual workload (PAW)

The 'PAW' is the process of allocating teaching, administrative jobs, and research leave. Your Head of Department will talk to you in good time about your workload allocation for the following year, if applicable. It is School policy that, in the interest of transparency and fairness the PAW data for each department is available to all members of the School.

FLEXIBLE WORKING AND STAFF NON-AVAILABILITY

There are University policies to enable flexible working. Please see [here](#) for more information on the flexible work, [remote working framework](#) and application forms.

Information on other family friendly policies can be found [here](#).

ABSENCES FROM TEACHING DURING TERM-TIME

From 1 October 2022, all staff will be required to submit their absences [via MyView](#). Here, you will be able to submit sickness absence, request annual leave, and record other absences. Absences during term time are not encouraged. In practice, it is usually impossible to reschedule undergraduate teaching, due to timetabling constraints. If an absence is nonetheless required, a request must be submitted in good time. We do understand that important conferences in one's field may occur in term-time and colleagues should discuss this with their HoD in the first instance. If you will be absent, you will need to provide details of teaching, supervision or admin commitments, together with arrangements for cover. Students and the School Office must be informed of any changes to the schedule, well in advance. Please note too that teaching staff are expected not to be absent during reading weeks (see below, p18).

SICKNESS ABSENCE

Faculty should notify their Head of Department and Head of School Coordinator on the first day of sickness absence, when they expect to return, and details of any classes or meetings they cannot attend and how they can be contacted. Staff should also notify the School Office to ensure that students are notified of any changes or cancellations to teaching schedules or office hours.

A [self-certificate](#) will need to be completed for absences of 4-7 days (including sickness at weekend). A doctor's certificate will be required for absences greater than 7 days. For more information and forms to download, please see [here](#).

HOLIDAYS

It is your responsibility to notify your Head of Department and coordinator when you will be absent from the University on holiday. You also need to ensure that you have arranged cover from any responsibilities while you are away and use an out of office message on your email. We strongly encourage staff to take their full holiday entitlement every year. Only a limited amount of holiday entitlement can be carried over, and only with the permission of the Head of Department/Head of School.

TIER 2 AND TIER 5 VISA HOLDERS

The University has a responsibility to record absences for sponsored Tier 2 and Tier 5 visa holders. If this applies to you, the Assistant Operations Manager will share a digital reporting spreadsheet for you to record all authorised absences (i.e. annual leave, sickness, paternity, maternity, adoption leave). For more information please see [here](#).

TRAVEL

Booking travel

The University's official travel provider is [Key Travel](#). Key Travel should be used for booking all air travel and as many other overseas services as possible, *except where the use of an alternative supplier is substantially cheaper, low risk, and outweighs the other benefits of using Key Travel*.

Key Travel has a dedicated reservation team for the University of Sussex:

Name: University of Sussex
Email: sussex@keytravel.com
Tel: 0161 8199767

TRAVEL INSURANCE

All business-related travel should be covered by the University travel insurance. If you are travelling abroad on University business you will need to apply for travel insurance via the 'admin' tab on your Sussex Direct page and complete an [Overseas Travel Safety and Security Risk Assessment \(OTSSRA\)](#). If you are required to complete part 2 of the OTSSRA form you will need to obtain an approval signature from the Head of School before forwarding the form to the [Head of School Coordinator](#). If you are only required to complete part 1 of the form, it can be sent straight to the [Head of School Coordinator](#).

Please see [here](#) for more information, instructions on how to apply, and to download an OTSSRA form.

The University travel insurance is available at no cost to travellers and in applying for this cover aids the University in its duty of care to its staff and students. Some people may already hold private insurance policies. The University Insurance Manager has advised us that in the event of dual insurance and a claim situation, a pragmatic view would be taken by the insurance companies. She anticipates that if someone is travelling on a business trip the private insurer would expect the business (University) policy to respond.

FINANCE

The University uses the [Unit 4 Finance System](#), an online platform for processing expense claims, budget reports, purchase orders, etc. General finance information, including all finance policies, plus information on how to use the finance system can be found [here](#).

All staff are auto-enrolled onto the [finance literary training programme](#) which provides online training to cover the essentials needed to use the Unit 4 Finance System.

For more information about the finance system or for troubleshooting advice please contact the Finance Helpdesk on ext.7172 or email: financeservicedesk@sussex.ac.uk

EXPENSES

If you have any [out of pocket expenses](#) while on University business, you can claim them back using the [Unit 4 Finance System](#). The University expenses policies plus FAQs can be found [here](#).

Students and University visitors will need to submit a [paper expense claim form](#).

Relocation expenses are available for staff whose contract is for one year or longer. Please see [here](#) for the relocation expenses policy and claim form.

PURCHASING

If you need to make a purchase, e.g., conferences fees, accommodation, travel, materials, equipment etc., your departmental coordinator can advise how best to do this. Many suppliers are set up on the finance system and the School office can help you raise a requisition and generate a purchase order number. The School office also has a credit card that is available for use with suppliers who are not on the finance system, or for transactions that may be time sensitive. Please contact global@sussex.ac.uk regarding use of the credit card.

PAYROLL

Pay and grading structure rates can be found [here](#). For problems with pay or queries about pay deductions contact the [payroll team](#).

PENSION

You will automatically be enrolled into the most appropriate scheme for you when you join the University. If you have any questions about your pension please contact the [Pensions Team](#).

EMPLOYING CASUAL STAFF

If you wish to employ anyone on a casual basis, please contact the [Head of School Coordinator](#) in advance of the work taking place to make sure you are following the correct HR and payroll procedures.

GDPR

The General Data Protection Regulation ('GDPR') came into force on 25 May 2018, replacing the previous Data Protection Act 1998. It brought with it a wider definition of personal data and more strict requirements for data controllers such as the University, and how we process personal data. All staff are required to complete the e-learning GDPR module. You will have been automatically enrolled on this training and can log onto LearnUpon, the University's online training platform, [here](#). For more information, guidance and advice please see the [GDPR and data protection webpage](#).

RECORDS MANAGEMENT

Records management ensures that our records are created, used, stored, and disposed of in our day-to-day work in a way that facilitates their most efficient and effective use and complies with legal and other requirements. For a simple overview of records management, please look at the video [here](#) which only takes 4 minutes to view.

We have a [Records Management Policy](#) that provides more detail about the importance of records management and the principles that underpin it. Good records management enables records to be

found and retrieved quickly and facilitates the better use of our physical and server space. Some benefits of good records management are listed [here](#) and the Information Management team produced a Panopto video [here](#) that gives you some top tips on becoming better at records management. Some tips are listed below.

- **Classification:** remember to classify sensitive records, including your emails. If you need more help with information classification, have a look at this [page](#).
- **File name and version:** Ensure records are easily found by using appropriate [file naming protocols](#). Version control will help colleagues to use the most up to date version of a record. More information on effective version control is available [here](#).
- **Security:** create and maintain records with appropriate security measures and access controls in place.
- **Storage:** use ITS supported storage options, like Box or OneDrive, for electronic records. For more information on how to set up files and who should be able to view or edit your records in Box, please see these ITS [guides](#).
- **Retention:** only keep records for as long as they are required.

Additional guidance is available for the management of our master records in the [Master Records Retention Schedule](#). A 'master record' is a core record which has ongoing institutional, authoritative and/or evidential value. Records such as policies, personnel files, Committee papers, contracts and research outputs are all types of master records. The Schedule provides specific detail about which records make up our master records, how long these should be retained, and what the recommended disposal action following the end of the retention period is.

The [records management webpage](#) will assist with any questions you may have on records management. The [FAQs](#) section helps you to find answers to questions such as *What is a 'master record'?*, *How long should I keep records?*, and *How do I dispose of records?*. You can also [contact](#) Greg Toth from the Information Management team who will be happy to answer any queries and provide advice on all aspects of records management.

HEALTH AND SAFETY

IN AN EMERGENCY dial 3333 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 the emergency services at the entrance to the campus and guide them directly to the relevant location. Valuable time can be wasted when emergency vehicles get lost on campus.

FIRST AID

The security office is responsible for contacting a designated First Aider if help is needed. Please telephone the emergency number (3333) as stated above and someone will attend to you. There are several First Aid boxes distributed around our buildings, ensure you are aware of their location.

ACCIDENT REPORTING

If you have an accident, however minor, or witness a dangerous occurrence, please report it on Sussex Direct via the following link: <http://www.sussex.ac.uk/hso/incident-reporting>

FIRE ALARMS

If the fire bell sounds, leave what you are doing and exit the building by the quickest safest exit. Do not stop to collect your belongings. Please go to the nearest assembly point (Arts B/C – on the grassy area between the buildings in front of the Dhaba Café; Chichester 1 – on the southern courtyard between Chichester and Pevensy buildings, or on the grassy area between Chichester and Library Square) and do not re-enter the building unless told to do so by a fire warden.

The alarms are tested weekly and can be expected at the following times:

Arts B – Wednesdays 9:00

Arts C – Wednesdays 9:15

Chichester 1 – Thursday 10:00

If you are teaching, you are responsible for taking an active role in leading the evacuation from the teaching space as soon as you hear a fire alarm. In every area of general teaching space there should be fire action notices highlighting what to do in the event of a fire alarm. Please familiarise yourself with these in each teaching space. Fire alarm test times for each building can be found [here](#), it might be useful to check this at the start of each term to determine whether or not to expect a fire alarm test during your teaching session. More information on fire safety can be found [here](#).

SMOKING

Smoking is prohibited in all areas of the School, including offices and within two metres of any part of the building.

DISPLAY SCREEN EQUIPMENT (DSE)

It is a requirement of those using DSE to be assessed to prevent poor posture. The School has its own trained DSE assessors, and you will be allocated an appointment with one near your start date for assessment. Please complete the self-assessment form available [here](#) and contact the Assistant Operations Manager should you have any questions or need any equipment adaptations. For more information and to view the School Health and Safety documents please see [here](#).

TEACHING

TEACHING

TIMETABLING

Timetabling is undertaken centrally by the Student Systems & Records Office. From 2019, the timetable gets produced on an annual basis. Please see information on procedures for flexible working and family friendly policies above.

MODULE CONTENT

You are normally entitled to determine module content (reading, questions, pedagogical direction), if you have the agreement of your Head of Department. However, you must make sure that any changes to an existing module fit with the module description as previously advertised during the period in which students chose their options; and that they fit with the learning outcomes for the module. If you want to make significant changes to module content/learning outcomes/modes of assessment you will need to go through the formal committee cycle, starting with the School Education Committee. To find out about how this works, please talk to the Director of Teaching and Learning, the Curriculum and Assessment Officer, or your Head of Department. Global Studies is also committed to ensuring that our curriculum is inclusive and reflects a diversity of academic perspectives and voices. Please contact the Director of Teaching and Learning if you would like to find out more about our decolonising the curriculum initiatives, which form an important component of our [Race Equity Action Plan](#), or for guidance on how to ensure your teaching practice is fully inclusive. Sussex also offers the DARE to Transform community of practice, workshop, and lecture series, which support teaching scholarship. DARE also offers mentoring for colleagues on the Education and Scholarship career track. Further information can be found [here](#).

CANVAS AND TECHNOLOGY ENHANCED LEARNING

Our online platform is Canvas. Each module has its own Canvas site. Canvas sites should be published to students at the latest by the week before term starts. There is an option to hide content which is not yet ready. Canvas sites should contain contact details for the tutor(s); a general introduction to the module; week-by-week breakdown of module content; readings for each week (linked to an Aspire online reading list – see below); seminar questions; how the module will be assessed; Departmental assessment criteria; and information on what constitutes plagiarism. There is also an option to add quizzes, videos, polls, and other items.

WHERE TO GET HELP

- Useful guides produced by colleagues in Global Studies on various aspects of teaching and use of technology are available here <https://canvas.sussex.ac.uk/courses/8231>
- For help on how to use Canvas, please see <http://www.sussex.ac.uk/tel/learningtechnologies/canvas/canvasfaq>
- For general support with IT, including contact details, please see <http://www.sussex.ac.uk/its/help/>
- For training in Technology Enhanced Learning, including training sessions, please see <http://www.sussex.ac.uk/tel/>
- General training resources and opportunities for teaching faculty can be found on the web pages of the Organisational Development Unit here <https://www.sussex.ac.uk/organisational-development>. To enrol on a session or course, please use the advertised Online Booking Procedure, and contact your Departmental coordinator for the relevant budget code

ASPIRE READING LISTS

Each module must have an associated 'Aspire' online reading list that can then be linked to, week by week, on the Canvas module site. Library staff email all teaching colleagues with deadlines for reading lists for each term. Do make use of Library staff: they are incredibly knowledgeable and helpful.

When you require texts to be digitized (e.g., to provide a chapter of a book as required reading), the only way to do this is through the Aspire reading list process – mark them as to be digitized by library

staff. Please do not use your own digitized texts as this can put the University in breach of copyright and may not guarantee access for students who use assistive technologies. For copyright regulations, please see [here](#).

If you need to order books for a module, this also needs to be managed through the Aspire reading list in question. For help on how to construct an 'Aspire' module reading list with the library, to be linked to the Canvas module site, please see [here](#). You can also email readinglists.lib@sussex.ac.uk and they will come to your office to give one-to-one support in setting up Aspire reading lists.

WORKING WITH DOCTORAL TUTORS

In several of our first- and second-year modules, lectures are supported by seminars which are taught by doctoral tutors and interactive lectures are also supported by doctoral tutors in the lecture theatre. Our tutors are valued members of our teaching staff and, in instances where you are a module convenor, you have responsibilities towards the doctoral tutors with whom you will work. These are set out in the School [tutor information document](#). They include:

- Meeting with tutors before the teaching starts to discuss mutual expectations and at least 3-4 times during the term to discuss progress on the module and their experience of the teaching.
- Ensuring that module materials such as reading lists and Canvas sites are up to date and published in a timely manner.
- Carrying out peer observation of tutor teaching at least once during any teaching year.
- Providing constructive feedback on a small sample of marking before the majority is completed to ensure consistency of marks and feedback.

The School has a tutor convenor who supports tutors, arranges their training, and acts as liaison between tutors and faculty, where necessary. This is Katie Walsh: katie.walsh@sussex.ac.uk

ATTENDANCE MONITORING

You are expected to track attendance at all lectures and seminars. Recording attendance allows student experience coordinators to monitor and intervene when necessary to ensure that students receive any assistance and support they need. Attendance monitoring should happen through the Sussex Mobile App, which you can download to your phone. Alternatively, you can use the desktop version from the classroom, accessible from [here](#). For each session you need to generate a pin, tell the students what this is, and they record their attendance through their Sussex Apps. The app communicates directly with Sussex Direct to record attendance. You will need to record relevant students as 'absence notified', backfill with 'absent' and save the record on Sussex Direct after the teaching session.

LECTURE RECORDING

Panopto is the University's online media platform. See [here](#) to find out more about using Panopto and to access training. All lectures and lecture components of seminars should be recorded in line with accessibility requirements. You are not required to record seminars or smaller teaching groups where students themselves participate actively.

ASSESSMENT AND FEEDBACK

Assessments for each module are set in advance and are not subject to in-year change. Ask your Head of Department what the assessments are for your module(s) if you are unsure. Student assessment mostly happens via electronic submission and marking, via Turnitin. For help on Turnitin, see [here](#).

The University policy on turnaround for marking is three weeks (including weekends). In the A1 and A2 assessment periods, the turnaround time may be shorter. Please do not book conferences or holidays during marking periods without planning how this is compatible with meeting your marking deadlines. Please note that summer (A3) resits often have a submission deadline in mid-August.

In Global Studies, we hold 'feedback weeks' immediately following the release of marks. You will be provided with more information on this; it is important that you actively engage with your students' needs for both written and verbal feedback.

Global Studies feedback and marking procedures, including assessment criteria and guidelines for giving feedback, can be found [here](#).

ACADEMIC MISCONDUCT

If you suspect academic misconduct (including but not limited to collusion, personation and plagiarism), you should inform the Departmental Coordinator in the first instance and complete the "Evidence File" paperwork available [here](#). If a doctoral tutor working on your module suspects academic misconduct they should come to you in the first instance.

ACADEMIC AUDIT

As part of academic audit processes, you will need to provide your own evaluation of how your module went, including reflection on student feedback. The forms for this will be sent to you by your Departmental Coordinator.

SUPPORTING YOUR STUDENTS

Office hours/ student consultation and drop-in hours:

It is the responsibility of faculty to hold two office (or 'student feedback and drop-in') hours a week during term time, on different days, advertised on your door and on your public webpages (times can be edited via menus in Sussex Direct). Any changes to the schedule should also be well advertised as soon as possible. Please encourage students to attend, especially in the first few weeks of teaching a new module, and in essay feedback.

EMAIL CONTACT WITH STUDENTS

During term-time, students can expect to receive an acknowledgement of any email query from staff within 24 hours; it is good practice to provide students with an estimate of the anticipated time for a full response if you are unable to resolve the issue immediately. Students should not expect to receive responses outside of normal working hours or at weekends. In holidays, please ensure you have an appropriate out of office message for students, notifying them of when you are expecting to return to work and signposting students for support, information and advice. [See how you can search for, or email, multiple students](#).

READING WEEK (CONSOLIDATION WEEK)

In the Autumn Term we hold a 'reading week' or 'consolidation week' in week 6. This is NOT a holiday and is to be used by students to catch up on reading for your module or to prepare for assessment. During that week, there will sometimes be a general lecture or class on study skills for the year group. Students should be told that they normally should not go home during this week and continue to attend classes in other modules if they are held. Teaching faculty should be available during reading week for consultation with students.

READING STUDENT SUPPORT DOCUMENTS

It is the legal responsibility of teaching faculty to read any documents from the Student Support Unit pertaining to a student on one of their modules. These can be accessed via the register on Sussex Direct. Students with support memos will be colour coded as either orange or green in the teaching register. Please read the recommendations from Student Support and act on them. It is good practice to inform the relevant students by email that you have read and understood their Student Support documentation, ask them what support they need from you, and invite them to discuss any concerns with you during an office hour. Should you want to discuss any of these documents or how to best support students, please contact the Director for Student Experience who will be happy to advice and support you in this.

STUDENTS WITH SPECIFIC LEARNING DIFFICULTIES (SpLDs)

The School has a baseline of teaching practice that incorporates support for students with SpLDs, including in our use of learning technologies, module design and marking practice. All staff should: read the learning support notes for flagged students on our modules; provide targeted reading lists in advance; use Aspire reading lists; supply lecture and seminar slides/ materials at least 24 hours in advance via Canvas; ensure our PPT slides and any handouts are accessible; use lecture capture where appropriate to the content and module design; make explicit to students with SpLDs that they can come to advice and feedback hours; be attentive to students' safety and practical needs; ensure teaching and resources are differentiated; mark students' work in ways that level the playing field for students with SpLDs. Full details are available in the "[Effective pedagogy for students with SpLDs](#)" document.

MODULE EVALUATION FROM STUDENTS

At the end of each term, students are asked to evaluate their course online, including your module. More information can be found [here](#). We also encourage informal evaluation during the term, including via the informal feedback facility on Canvas sites.

REFERRING YOUR STUDENTS FOR ADDITIONAL SUPPORT

If you feel that any students need particular help or are worried about their wellbeing, there are a range of support services on offer. In the first instance, get in touch with the School Director of Student Experience (gs.dose@sussex.ac.uk), or our Student Experience Team, (gs.studentexperience@sussex.ac.uk). They can advise on next steps.

PHD SUPERVISION

Permanent members of faculty are expected to supervise doctoral researchers, and this is recognised as part of your teaching load. To help you attract potential doctoral researchers, ensure that on your webpage have a note on the subject areas that you are particularly interested in supervising. Also, each department has a doctoral convenor, who will be able to point potential doctoral researchers in your direction. If you are new to research supervision, you find information for supervisors [here](#) and you should undertake the [available training](#).

For an overview of the PhD supervision process, please see [here](#). At a minimum, for a full-time student, there should normally be at least one formal meeting (or equivalent) each month between the supervisor and student. For international students studying in the UK on a visa sponsored by the University, monthly supervision is a minimum requirement of the UKVI. Supervision meetings must be recorded on Sussex Direct.

Further information about the Researcher Development Programme and the Research Student Administration is available on the Doctoral School website [here](#).

RESEARCH

RESEARCH

SUPPORT TO YOUR RESEARCH

Every member of faculty is expected to have a personal research plan (PRP) which maps out their future research trajectory. These should be regularly updated and will be discussed once a year with your Head of Department and Departmental Research Lead. The template is available from your Research Lead.

Most teaching faculty will have at least one day a week in term with no teaching. Please choose a 'research day' from any such available days and advertise it on your door. Please try to avoid Wednesdays, if possible, as there are often meetings in the afternoon. Some departments, moreover, run informal 'writing groups' that meet weekly during term time for supporting each other's research planning and writing. Your Head of Department should be able to advise on this.

INTERNAL PEER REVIEW

Departmental Research Leads coordinate internal peer reviews for research grant applications as well as journal articles. All research applications need to be internally peer reviewed before signing off by the Director of Research and Knowledge Exchange (DRKE).

APPLYING FOR AN EXTERNAL RESEARCH GRANT

There is a [School and University process](#) for applying for external grants. We support you all the way from talking through initial ideas, to peer review of proposals and formal procedures such as finances and sign-off. Key to ensuring you have timely access to the support available is the submission of your outline proposal to the Assistant Research Manager and the Global Studies Research Development Officer (RDO) at least 6 weeks prior to the submission deadline, 8 weeks if complex. Proformas are found [on the internal pages](#).

Guidance on developing the impact sections of external research grants can be found [here](#).

SCHOOL FUNDING SUPPORT FOR RESEARCH

The School allocates funds each year to support faculty research. This is managed by departments and in 2022-2023 the amount allocated is up to £750* per person (*This is subject to review considering changing financial circumstances). All faculty are eligible for these funds, including those on both teaching and research and education and scholarship contracts. However, those with research incentive funds must draw on these before using the School funds.

Research support funds can be used for a variety of purposes, but occasional restrictions are in place, please check with your HoD. These could include:

- conference attendance expenses, when presenting a paper (including any online fees);
- preliminary fieldwork;
- incidental expenses in support of research (for example, travel costs to collect visas);
- purchase of equipment that is essential to support research. This can include laptops, but note that any equipment purchased using these funds must follow the University financial and procurement regulations and will remain the property of the University;
- purchase of books up to £250. We strongly encourage faculty to draw on Library resources in the first instance and to provide a clear justification if this is not possible.

If you intend to draw on the research support fund, you should notify your Head of Department before you incur the expenditure. The £750 allocation cannot be carried over from one year to the next.

SABBATICAL LEAVE

Study Leave is granted to colleagues to support clear plans for research, linked to their individual personal research plans and as part of each Department's research strategy. The School and University seeks to support study leave within constraints of staffing and finance at a rate of one term to three years' service and the School policy on the granting of study leave can be found [here](#).

RESEARCH 'BUYOUT' AND INCENTIVE FUNDS

The School has an [agreed policy](#) on how successful research applications translate into 'buyout' from teaching and other responsibilities. In addition, we have a formula whereby a proportion of the 'contribution income' that an award brings in are deposited in individuals' 'research incentive fund'. Individual research incentive funds can be spent on a wide range of research-related purposes, subject to usual procurement and financial management regulations. If you expect to use a significant amount of your incentive fund in any particular year (more than £1000), it is essential for School budgeting purposes that you notify your Head of Department in advance. Not all grants attract contribution income and credits into individual research incentive funds. Grant costs are usually based on 'Full Economic Costing' ('FEC') which reflects costs over and above the immediate costs of the research. Grants which bring in FEC, or a proportion of it, will bring in contribution income and therefore individual research incentive funds.

RESEARCH CENTRES AND DEPARTMENTAL SEMINARS

The School hosts a range of [active research centres](#) and we strongly encourage you to get involved with these. In addition, our departments hold regular research seminars which all faculty and some students attend. These are an important opportunity, both to learn about new research from both internal and external speakers, and to get to know your colleagues. They include [Geography](#), [Anthropology](#), [International Relations](#) and other seminars. Do participate!

RESEARCH IMPACT

Global Studies has an excellent record in achieving impact from our research, reflecting our wider impact strategy. This is important for exercises such as the [REF](#), but also because it is central to the objectives of the School. We are assisted in this by our Research Impact Lead (and Head of Geography), David Ockwell (d.ockwell@sussex.ac.uk) and Assistant Research Manager Fergal Raftery (f.raftery@sussex.ac.uk). Do get in touch with either of them if you are interested in increasing the impact of your research. The [Global Studies Impact Advisory Board](#) comprises independent experts from the worlds of government, NGOs and business. Let Fergal know if you would like to involve them in helping you think about impact. Fergal can also help you with planning research and policy briefings and external engagement. There are [University research impact funding opportunities](#) for social sciences such as the ESRC impact acceleration account fund.

ELEMENTS

Elements is your public-facing web profile and the Sussex repository containing details of research outputs from all staff, including full copies of each output where permitted by the publisher. It includes over 28,000 journal articles, published conference papers, books and book chapters, as well as practice-based and any other form of research output. You must record any research you publish on Elements in line with open access regulations you should record any journal articles within three months of their acceptance by the journal. This also makes them eligible for future REF submissions. Elements is your public-facing profile that is linked to from across the Global Studies web pages, so it is important that your publications record, biography and other professional activities are up-to-date.

Sharon Krummel, Global Studies Research Coordinator (globalsro@sussex.ac.uk) can help you with any questions regarding Elements and if necessary, can upload articles on your behalf although you are encouraged to do this yourself.

ACADEMIC VISITORS

The School of Global Studies welcomes academics, researchers, students, and practitioners throughout the year. The School offers academic visitors a vibrant, interdisciplinary context within which to undertake their planned programme of study or activities, although this does not usually include desk space. All visitors must have an internal sponsor and their visit must be approved by the Head of School before arrangements are put in place. More information on the different type of visitor and how they can apply can be found [here](#).