Notes for new members of staff

These notes give some general information about the University and its facilities, which will be of interest to new members of staff. The notes are divided into four sections:

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Go to [www.sussex.ac.uk](http://www.sussex.ac.uk) for further information about the University.
1. Introduction

The University of Sussex was the first of the new wave of universities founded in the 1960s, receiving its Royal Charter in August 1961. 50 years on, the University has become a leading teaching and research institution. In the The Times Higher Education World University Rankings 2010, Sussex is ranked 8th in the UK, 16th in Europe and 79th in the world, setting us alongside some of the world's most prestigious institutions. We are ranked 11th in the UK by the 2011 Guardian University Guide and 14th in the Times Good University Guide.

Innovative research and scholarship
Sussex is a leading research university, as reflected in the 2008 Research Assessment Exercise. Over 90 per cent of Sussex research activity was rated as world leading, internationally excellent or internationally recognised, confirming the University among the leading 30 research universities in the UK.

Teaching and learning
The University of Sussex has over 12,000 students, of which almost 3,000 are postgraduates. Creative thinking, pedagogic diversity, intellectual challenge and interdisciplinarity have always been fundamental to a Sussex education.

Our goal is to deliver teaching and learning programmes that are informed by current research, are attractive to students from all socioeconomic and cultural backgrounds, and which deliver skills for life. We are currently expanding our degree programmes in popular areas such as biomedical science, business and management, digital media, and international security.

Our staff
Sussex has developed a reputation for innovation and inspiration, and attracts leading thinkers and researchers to our thirteen Schools of Studies across the arts, sciences and social sciences. We have counted three Nobel Prize winners, 13 Fellows of the Royal Society, six Fellows of the British Academy and a winner of the prestigious Crafoord Prize on our faculty.

International Sussex
From its foundation, Sussex has had an international perspective to its academic activities and its outlook. The University attracts staff and students to its campus from over 120 different countries across the world. Nearly a third of staff come from outside the UK.

Campus life
Sussex has one of the most beautiful campus locations in Britain. Situated in rolling parkland on the edge of Brighton, the campus combines award-winning architecture with green open spaces. The campus is surrounded by the South Downs National Park, but just a few minutes away from the lively city of Brighton & Hove.

Designed by Sir Basil Spence, the buildings that make up the heart of the campus were given listed building status in 1993. Falmer House is one of only two educational buildings in the UK to be Grade I listed in recognition of its exceptional interest.
2. Dates of terms

http://www.sussex.ac.uk/termdates

3. Number of staff

The University currently employs about 2,200 staff, divided into the following categories:

- Teaching Faculty: 511
- Research Faculty: 294
- Professional Services: 978
- Operational Staff: 160
- Technical staff: 114
- Scholarship: 74

4. Transport

**Trains**
Falmer railway station is situated only a few minutes walk from the University campus. Direct trains to Falmer run from Brighton, Hove, Lewes, Seaford and Eastbourne. Connections for trains to London and Gatwick can be made at Brighton and Lewes. Further information on all aspects of train travel is available from National Rail Enquiries on 08457 484950 or at www.nationalrail.co.uk

**Buses**
A number of bus services from Brighton and Lewes come to and from campus. All buses can be caught from the main entrance to the University, and there are several bus stops within the University campus. Bus travel between stops on campus is free. Brighton and Hove Bus Company fares are a standard single fare for any distance. For information on season tickets and all aspects of bus transport go to www.buses.co.uk

**Cycling**
There is a cycle lane from the gyratory on Lewes Road to the campus. Cycles can also be taken free of charge on all trains calling at Falmer Station. On campus there is a cycle lane between Sussex House and the residences. Cycle storage facilities have been provided in a variety of locations, and many buildings have shower facilities.

**Taxis**
Streamline Taxis in Brighton offer a special “Fare Deal” price to students and staff at the University, which saves on the normal metered fares. Fare Deal operates from East Slope, Bramber House and Falmer House, to Central Brighton, and other areas (prices on application). Student/Staff ID is required for this service. Streamline can be contacted on 01273 747474.

**Car**
The campus is situated next to the A27 between Brighton and Lewes. Staff pay to park in term-time and details are available through Sussex Direct, the University’s staff intranet for staff and students. However, parking spaces fill up very quickly, particularly during term time, and there can be a problem with traffic congestion on campus, particularly in the early evening with cars queuing to leave. Traffic wardens patrol the campus regularly to check on illegal and dangerous parking. If you are going to travel to campus by car, it is worth considering car sharing with colleagues or friends, and timing your journey to avoid the evening rush.

**Loans**
Interest free loans are available to all staff for the purchase of bus and rail season tickets and bicycles. The payments are deducted directly from salary over a 12-month period. Further information can be obtained from Human Resources (payroll) on ext 3757.
Section B  
Facilities for staff

1. Accommodation
The Housing Office (housing@sussex.ac.uk) will assist staff in finding accommodation in the area. The University accommodation on the campus and in properties in Brighton is available only for students, except in vacations when some holiday accommodation is available for visitors, but the Housing Office produces a list of vacant flats, bedsitters etc in the area. The Students Union also has a Lettings Agency based on campus, dealing with both student and non-student properties, to assist with renting properties throughout Brighton. See details of current available properties at www.sussexstudentlettings.com or call 01273 678787.

2. Banks
There are two banks on the University campus:-

Barclays Bank  Ground Floor, Sussex House
HSBC Bank  Ground Floor, Bramber House

3. Catering and bars
There are extensive catering facilities in Bramber House as well as cafés across campus, offering lunch and breakfast items, as well as coffee, tea and snacks. There are also bars at various campus locations, including the Students’ Union Falmer Bar. Go to http://www.sussex.ac.uk/catering/wheretoeat for more information.

4. Childcare
(i) Nursery service – nursery and preschool
Staff may apply to use the facilities of the Nursery and Preschool. The Nursery takes children from four months up to three years and the Preschool takes children between the ages of three and five. Places in either can be booked in multiples of half days. Initial enquiries should be directed to the Childcare Manager on 01273 678356/7. Go to http://www.sussex.ac.uk/childcare/ for more information.
(ii) Childcare vouchers
The University operates a salary sacrifice childcare voucher scheme to help working parents to pay for the care of children up to age 16.
(iii) Children's sports camps
Sports camps are offered on campus by Susse克斯port in the school Easter, summer and half-term holidays, for children aged 7-16.

5. Health Centre and dentist
The Health Centre on campus provides NHS medical care, and it also has an NHS dentist. Staff may register with the Health Centre and/or the dentist if they choose. Go to http://www.sussex.ac.uk/rsts/1-2-1-1.html for more information.

6. Library
Library facilities are available to all staff. The Library is open around the clock during term-time http://www.sussex.ac.uk/library/info/hours, and staff will need their ID card to enter the Library and borrow or return items. Go to www.sussex.ac.uk/library for more information.

7. Shops and Post Office
There is a large Co-op supermarket and post office in Bramber House; a John Smith academic bookshop in the Library; and the Students’ Union shop in Falmer House. In term time, there is a weekly outdoor market. Go to http://www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets for full details of locations and opening hours.

8. Sport
The University has excellent sports facilities and services which are open to staff and students. These include: 2 sports halls, 2 fitness rooms, a dance studio, squash courts and outdoor pitches including an ATP. A weekly group exercise and course programme offers activities such as yoga, pilates, dance, circuit training, conditioning, spin, mountain biking. The therapy room offers massage, reflexology, sports injury and chiropractic treatments. Go to www.sussex.ac.uk/sport for more information.

9. Sussex Centre for Language Studies
The Centre is in the west wing of Arts Building A. It provides courses in languages such as French, German and Italian. There are also facilities for all members of the University to follow self-instruction courses in over 40 other languages. The Centre also runs taught courses in a number of languages during the lunch hours in term-time. Go to www.sussex.ac.uk/languages for more information.
Section C  General information for staff

1. Data protection
Staff are required to abide by the University of Sussex code of practice on handling personal information and to agree to the University’s processing individual's personal data as highlighted in the code and in letters of appointment. Go to http://www.sussex.ac.uk/ogs/governance/records-management/dpa/dataprotectionstaff for more information.

E-mail and telephone networks are monitored and information on their use may be used where there is an issue of abuse or misuse or security. There are also CCTV cameras on site, film from which will similarly be used.

The University holds personal data on its employees in accordance with its registration under the Data Protection Act. Subject to the terms of registration, data may be used for all purposes of management and University development and for the discharge of statutory and contractual obligations. Employees may also be approached by organisations contracted to the University for the purposes of marketing goods or services.

For staff appointed to posts within the Brighton and Sussex Medical School (a joint venture between the Universities of Brighton and Sussex with the involvement of local NHS trusts) it may be necessary for information supplied during the application/appointment process to be shared with these other organisations.

2. Emergency closure of the University
Occasionally weather conditions are so bad that it becomes impossible or unacceptably difficult for most staff to travel to the University. If such emergency situations occur, the Vice-Chancellor may declare the University closed and all routine activities of the University are cancelled for the period of the closure, with the exception of certain services, which will have to be maintained. Staff involved in the maintenance of certain services will already have been informed of what they should do in the event of a closure announcement, and those who work on such a closure day will receive payment according to their conditions of service.

Every attempt will be made to inform staff and students that the University is closed, although what can be done will depend upon the severity of the emergency conditions. Methods of notification will be:

- Updates on the University’s website.
- Recorded messages on the University's telephone number (01273 606755).
- Telephone calls to staff.

If no such announcement is made during a period of bad weather, staff should attempt to travel to work. If individuals decide that in their particular circumstances it is not possible, or too dangerous, to travel, they should discuss the reasons with their section head on their return to work. The section head will decide whether this absence can be counted as authorised absence.

3. Equality and diversity
The University of Sussex is committed to ensuring that staff are recruited, selected, trained, assessed, promoted and otherwise treated solely on the basis of their relevant merits and abilities. The University's Equality and Diversity policy is at www.sussex.ac.uk/humanresources/documents/equalitydiversitypolicy.pdf

4. Identity cards
Identity cards for University staff may be obtained from the Reprographic Unit in the Hastings Building. Such cards may be useful to establish your identity as a member of staff and are required if you wish to use the facilities of the Sportcentre at a reduced charge, for use of the Library and any other facilities requiring ID.

5. Private medical insurance
There are two schemes which give discounts to employees of the University. The British Universities Private Medical Insurance Plan offers a discount on the Private Patients Plan. Contact them on 01892 512345 stating that you are a University of Sussex member of staff in order to obtain quotes at discounted rates. BUPA offers a discount on its rates. Contact them on 0800 289 577, quoting reference number 09/2423361. The University does not endorse any particular scheme and you are advised to compare the cover provided and the premiums available, of these and any other schemes that may also grant discounts, before deciding which scheme to select.
6. Safety
Safety advice can be obtained from the Director of Health & Safety, Hastings Building (tel 7347).

7. Security
During an emergency, please contact the security office on internal extension 3333. The University Security Office deals with any non-urgent security problems, which should be reported to it in York House (internal extension 8234).

8. Smoking
The University has a policy for minimising the risks to health from smoking. In summary, smoking is not permitted in any part of the University’s non-residential buildings or in offices in residential buildings.

9. Staff contact details
Staff are required to provide contact details including UK residential address, telephone number and mobile telephone number. These details must be updated as necessary, either by informing Human Resources or by updating the database themselves.

10. Staff development
The University encourages staff to participate in staff development activities which are relevant to the needs of the University and to the future or existing work of the individual, and where appropriate will give financial assistance and day release facilities. Go to http://www.sussex.ac.uk/staffdevelopment/ for more information.

11. Trade unions
University & College Union (UCU)
Secretary: c/o UCU Office (internal telephone ext 2093)

Unite
Secretary: Mrs P Burr (internal telephone ext 7252)

Unison
Secretary: Mrs M Winder (internal telephone ext 8178)

12. Welfare
The University takes an interest in the welfare of both students and staff and has a full-time staff welfare officer. Any member of staff who has a problem or needs advice or guidance either on a personal or work matter may contact the staff welfare officer, Richard Price, JMS Building Room 4D8 (internal telephone ext 7712) who will discuss problems on a confidential basis.

Section D

University of Sussex Safety Policy

The Health and Safety Policy, Staff Health & Safety Handbook and Display Screen Equipment Policy are located at http://www.sussex.ac.uk/hso/healthandsafety/policies.

If you do not have access to a computer a hard copy of the policies can be obtained from the Health & Safety Office.

Human Resources
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