

SCHOOL OF EDUCATION AND SOCIAL WORK

Research Staff Handbook

2024/25

Guidelines for the induction and
support of new research staff



US

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Welcome message from the Director of Research and Knowledge Exchange



Welcome! Congratulations on joining the School of Education and Social Work at the University of Sussex.

We offer a vibrant interdisciplinary research environment, and our overarching aim is to provide a space in which researchers can flourish, at all career stages. We host five Research Centres in the School and you can read more about them in this handbook. We encourage all our researchers to think and work across the Centres – you are welcome at all Centre events and can join more than one Centre, enjoying the synergies that come out of those diverse collaborations.

The research strategy within the School is led by the Director of Research and Knowledge Exchange. As part of your induction, I hope to meet you in the next few weeks, but you can contact me at any time using the email eswdrake@sussex.ac.uk

I look forward to working with you and supporting you in your research.

With all good wishes
Professor Mario Novelli

Welcome messages from your Research Staff Representative and Assistant Research Manager

Welcome to the School of Education and Social Work.

I'm sure you will find this a creative and exciting place to work.

We have a group of excellent researchers in the school and my role is to represent your views and voices on any issues affecting you as researchers, and to communicate these back to the School Research Committee.

This process is part of the spirit of collaboration and mutual support we all strive to achieve in this research environment.



All too often research can be a solitary process with the experiences and challenges of new researchers often going unheard. My role is to help to ensure this doesn't happen and that we are able to use our collective voice to influence and create mutually beneficial and positive change.

I look forward to meeting with you during your induction.

Dr Jeongeun Park
Research Staff Representative



I'm delighted to welcome you to our School which is home to a dynamic team of researchers as well as a friendly and driven professional services team.

I am your key contact point in the School for professional research support including addressing any administrative issues. My role is also to develop, communicate and oversee the implementation of effective systems, policies and procedures to support your current employment. I work collaboratively with the DRaKE, the team in the Research Staff Office and with the Research Staff representative to identify and promote opportunities for strengthening and bringing together your research capabilities. I also contribute to new and planned initiatives in the School for your professional and career development.

I am looking forward to meeting you and knowing more about you and your research. Please do get in touch by email or visit me at my office in Essex House.

Hazel Crawford
Assistant Research Manager

Introduction and Overview

Welcome to the School of Education and Social Work at University of Sussex. We are here to support you and make sure you settle into your role within the School and the institution. These guidelines are provided to assist you, as a new member of research staff and to ensure you are settling into your new role. These guidelines complement the already existing University guidelines on induction and support of new research staff. See:

www.sussex.ac.uk/staff/research/researchstaff/principalinvestigator
www.sussex.ac.uk/staff/research/researchstaff/newstaff

Information about the University's Flexible Working Procedure can be found here: <https://www.sussex.ac.uk/humanresources/business-services/flexible-working>

Information about the University's Remote Working Framework can be found here: <https://www.sussex.ac.uk/humanresources/ways-of-working>

School Contact Information

Postal address is:
ESW School Office
Essex House
University of Sussex
Falmer
Brighton
BN1 9QQ

E: eswenquiries@sussex.ac.uk

School website:

External: www.sussex.ac.uk/esw/

Internal: www.sussex.ac.uk/esw/internal/

Induction and its Purpose

We offer a range of activities for research staff as part of the induction. Induction within the School has three main objectives:

1. To help new members of research staff settle into their new environment
2. To help them understand opportunities, systems and responsibilities within the School and University
3. To help ensure the new research staff are introduced to other members of staff (professional services, academic faculty and other research colleagues)

Who is responsible for organising your induction?

The Assistant Research Manager (ARM) is responsible for your induction to the School. The ARM will explain processes and procedures to you and will arrange an induction program for you on arrival.

Within the first couple of weeks, you will be meeting the Director of Research and Knowledge Exchange (DRaKE), the Research Staff representative, Research Centre directors, your Principal Investigator (PI), Head of Department, as well as other members of Faculty and Professional Services staff in the School. In addition to receiving day-to-day support from your PI/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your allocated career development days. The allocation of a mentor will be done within the first month of your arrival.

Within your first few months at the University, you will also be invited to a welcome lunch hosted by the Research Staff Office (www.sussex.ac.uk/staff/research/researchstaff/newstaff), and a Staff Welcome session organised by Organisational Development (www.sussex.ac.uk/organisational-development/new-staff). We urge you to attend both these events – to get to know the wider support and context you are working in here at Sussex.

Following your induction, you are encouraged to book onto useful training and development courses, and to network with other staff within the School and across the University:

- Organisational Development offer many creative and stimulating

learning and development opportunities for all categories of staff (<https://www.sussex.ac.uk/organisational-development/>)

- The Research Staff Office offer training events, and development opportunities and support specifically tailored for Research Staff (www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment).

All research staff development events are free for staff to attend.

On Arrival

Induction Pack

On arrival, you will be given an induction pack, which consists of:

1. ESW Research Staff Handbook
2. Induction Programme
3. Research Centre Reports
4. Staff Handbook
5. Code of Conduct for Researchers
6. List of forthcoming seminars

You will also receive advice and support in accessing the following University services and facilities:

Identity/Library Card

All new members of staff are issued an ID card. The card will enable you to access the Library, Sports Centre and other buildings on campus. To obtain a card, please visit the Print Unit in person – it is located in York House undercroft.

Normal service hours currently in operation are:

Monday - Friday

9.30am - 4.30pm

IT Services

Please ensure you have set up and activated 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:

<https://www.sussex.ac.uk/about/campus/map>

When visiting IT Services you will need to take your letter of appointment with you 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.

Once you have full IT access, you can access a range of information about the School and the University on **Sussex Direct** (direct.sussex.ac.uk/) - your personalised and secure gateway to University information, available from both on and off campus. Within it you can view and edit the information the University holds about you, for example your address or car details. Sussex Direct is available from the primary navigation tabs visible at the top of all Sussex web pages.

The screenshot displays the University of Sussex website's navigation and user interface. At the top left is the 'US UNIVERSITY OF SUSSEX' logo. To the right, there are links for 'A-Z', 'Contact us', 'Email', and 'External website', along with a search bar for 'Site' and 'People'. Below this is a primary navigation bar with tabs for 'Students', 'Staff', 'Schools & services', 'Sussex Direct', and 'Canvas'. A secondary navigation bar includes 'Admin', 'Searches', 'Research', 'Teaching', 'Library', 'Personal', and 'Help', with a 'Logout' button on the far right. A user profile bar shows 'Home >' and 'Hazel Crawford, last login 08/08/24 13.34'. The main content area features a large image of a campus scene, a 'Sussex Direct News' section with a 'Panopto' notification, and a 'My Notifications' section with three items: 'Unknown' (regarding IP address for VPN), 'Mandatory Training' (regarding e-learning), and 'Accessibility'. A 'Useful Links' sidebar on the right lists various resources like 'Tip of the Day', 'Info for New Users', 'Sussex Direct FAQ', 'Sussex Direct Guides', 'Campus Facilities', 'Campus Map', 'Change Password', 'Childcare', 'Eating on Campus', 'HR Web Portal (MyView)', and 'Return to work form'.

Printing on campus

All Multi-Functional Devices (MFDs) located across the campus and in each building have a 'secure printing' facility. To use the new MFDs, you'll need to load a new printer driver, as follows:

- Click the windows "Start" button
- Where it says "Search programs and files", type in \anuosp01.uosprinting.com
- Double click on UoS_Secure_Print_Letter
- ...wait for a couple of minutes...

- Double click on UoS_Secure_Print
- Close the windows that pop open.
- Probably set the new printer, UoS_Secure_Print as your default (once set up and ready to go) – On the Devices and Printers option.
- Then send all prints to this print queue, and you'll be able to print on any of the MFDs

Workspace

You will be offered workspace by your Principal Investigator, in conjunction with the School Administrator. It is likely the space may be shared with other research staff colleagues.

Access to Essex House

The normal open hours of the building are 08:00 to 18:00 on weekdays. If you wish to gain access to Essex House outside these hours you must record your presence and notify the University Security Services office:

- call (01273) 678234
- email security@sef.fm

This is so security staff know to try to find you in the event of an emergency. Sussex Estates and Facilities operates a 24-hour a day, 365 days a year security service for the University.

On leaving, please check that the door of the office you were using is locked and all lights are turned off.

Research Staff webpage

The School is keen to support the ongoing development of its research staff, including post-docs, research fellows, research assistants and associates and visiting researchers. A dedicated web page has been set up for research staff. The page is a key source of information (in addition to this Research Staff Handbook) on the research environment and opportunities the School offers to the research staff with the aim of creating a supportive and healthy culture.

The research staff web page aims to give our research staff cohort a positive image, visibility and profile, with an opportunity to share testimonials, awards and recognitions.

Please do visit the webpage and if you have any suggestions on making improvements then contact Hazel Crawford (Assistant Research Manager) <http://www.sussex.ac.uk/esw/internal/research/research-staff>

School Induction	▼
Start of Contract Discussion	▼
Research Mentoring	▼
Engaging with Individual Research Plans	▼
Career Development Days	▼
Research Seminars	▼
Teaching	▼
Printing, Office Space and Access to Essex House	▼
End of Contract Support	▼

Research Staff Career Development

As you start

As part of your induction, within the first month of you being here, you will take part in a 'beginning of contract discussion' with your Principal Investigator or Centre Director to set objectives for your new post and to discuss these alongside your personal research career plans.

The University has created two documents to help both you and your PI with these discussions, both of which can be found on the New Research Staff webpage:

<https://www.sussex.ac.uk/staff/research/researchstaff/resources/newstaff>

- Start of Contract Discussions Guidance
- Research Staff Professional Development Guidance, designed to help you plan your professional development.

Probation periods for research staff vary according to contract. Anyone appointed on a fixed term of one year or more is usually appointed on probation for eight months.

Developing yourself

Whilst employed at University of Sussex, your career development is supported in a variety of ways including:

Career development days – Each member of research staff at the University of Sussex is entitled to career development days which can be used for a variety of career-related activities including meeting with a research mentor (see below) and attending career development training sessions such as those organised by the University's Research Staff Office. More information about training sessions can be found here:

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

Research mentoring – In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your career development. Some of the benefits of a one-to-one mentoring relationship are:

- Having a supportive relationship with someone outside of your line management, with whom you can explore and progress professional development goals
- Having the opportunity to learn from a colleague with more experience yet close enough to your situation to have relevant insight and understanding
- Tailored support and guidance appropriate to your situation/career stage
- Confidential and objective discussions

Teaching – Depending on your research funder or contract, it is anticipated that research staff will be able to undertake a small amount of teaching and or supervision activity (to be negotiated with the PI and Head of Department) to support their professional development. This may include one-off lectures or supervision of undergraduate or Masters dissertations. Any staff new to teaching will be required to take the University's 'Starting to Teach' module as part of their allocated career development days:

<https://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition>

The Concordat - The University is a signatory to the [Research Development Concordat](#). Visit to see how you can access and engage with a collection of resources.

Conference funding - The Conference Attendance Fund will support up to £650 per person per year (pro rata for part-time staff). Approval for all funding applications will be dependent on budget availability and is at the discretion of the relevant Head of Department, against the criteria set out in the [Conference Attendance Fund School Policy](#).

Keeping on track and progressing

Annual Achievement and Development Review (ADR) – The University runs an annual ADR process for Sussex research staff. Reviewers should meet with research staff reviewees to discuss progress against their research objectives as well as their career development aspirations and goals.

ADR meetings provide an opportunity to reflect on past achievements and identify areas where you hope to develop new skills or take on new opportunities and responsibilities.

Promotion – Details of application processes for research staff promotions and pay awards are provided on the promotion/reward procedures webpage:

www.sussex.ac.uk/humanresources/personnel/promotionrewardprocedures Your mentor and your PI/manager should be able to advise you on planning for promotion.

Issues with your line manager – If you need to talk to someone about your line manager you can contact Mario Novelli (DRaKE) at eswdrake@sussex.ac.uk

End of contract support – As you approach the end of your contract, you should arrange a meeting with your line manager (usually your PI) to discuss your next steps. You should also discuss your training and development needs and longer term career plans (looking beyond the end of your contract) as part of your reflections and discussions with your line manager in your Achievement and Development Review (ADR). You can also discuss with your mentor and/or reflect on your next steps in your IRP.

You will be formally notified by HR when your contract is coming to an end. If you would like more specialised or specific advice, you can make an appointment with HR (hadmin.esw@sussex.ac.uk) who can also talk to you about the University's [redeployment procedure](#).

School Research Process for Bids and Awards

The School of Education and Social Work has a vibrant and thriving research culture working on projects across our Research Centres.

If you are planning to make your own individual or collaborative research bid, you should first discuss this with your mentor and line manager and any other colleagues familiar with your research area. We would encourage you to consult with senior colleagues in the research centre that best aligns to your research idea. Make the most of their expertise to identify potential funders and help you hone your idea into a research proposal that is suitable and likely to be supported for submission. You can also seek advice from the Research and Innovation Services (RIS) (www.sussex.ac.uk/staff/research/), or attend a drop in session organised between the Research Development team and ESW Assistant Research Manager (contact Hazel.Crawford@sussex.ac.uk to book on). The Research Development team also circulate funding opportunities and provide a range of training on bidding and on specific funders.

As well as academic colleagues, Professional Services staff within the School, and a Research Development Manager based in RIS will support you in making your research bid. There is lots of guidance available here:
<https://www.sussex.ac.uk/staff/research/development/apply>.

You can also visit the ESW pages on external research funding for a step by step guide:

<https://www.sussex.ac.uk/esw/internal/research/researchprocesses>

School Research Centres

The School hosts five Research Centres:

The Centre for International Education (CIE)

(www.sussex.ac.uk/education/cie/)

The Centre for Teaching and Learning Research (CTLR)

(www.sussex.ac.uk/education/ctlr/)

The Centre for Innovation and Research in Wellbeing (CIRW)

(www.sussex.ac.uk/socialwork/cirw/)

The Centre for Innovation and Research in Social Work (C-SWIR)

(<http://www.sussex.ac.uk/socialwork/cswir/>)

The Centre for Innovation and Research in Childhood and Youth
(CIRCY)

(www.sussex.ac.uk/esw/circy/)

Detailed information on the work and activities of these Centres is available on their individual websites. Centre membership is open to all, and staff are encouraged to join more than one Centre as appropriate for their research interests.

The School is also a core member of the Sussex Humanities Lab (SHL)

(<http://www.sussex.ac.uk/shl/>), a University research programme open to those whose research aligns with its focus on digital culture, methods and theory. If you are interested in learning more about the work of the Lab, contact [Nimi Hoffmann](#) who is the ESW representative for SHL.

School Seminars

The School hosts a number of high-profile seminars during term time as part of the ESW Open Seminar Series. Seminars are hosted by the research centres and presented by in-house as well as external speakers. Participation is free and the seminars are open to all. They are publicised to other Schools, Departments and research centres across the Sussex campus via Broadcast - the University's internal news and events platform.

The centres also run a range of other activities such as reading groups, impact events and training workshops. You're warmly invited to get involved in these and other events, which are normally advertised on the School and Department mailing lists. Please contact centre directors if you have ideas for events or would like to get more involved with the work of any of the centres.

Environmental Policy

The University's [Sustainable Sussex](#) strategic goal sets out our institutional commitment to reducing carbon emissions and improving sustainability in our working practices, including our research practices and processes. The School supports energy conservation and the consideration of the environmental impact of its activities in accordance with the University's Environmental Policy. The School also encourages staff and students to be involved in any green projects that ESW is running.

1. Energy conservation

As a School, we continue to work on ways of reducing energy consumption – for example, encouraging staff to turn off computers, printers, photocopiers, lights, heating, fans and other equipment when rooms are unoccupied.

2. Recycling

The School encourages the recycling of paper, cardboard, glass, plastics and other material where possible. Paper recycling bins are on most floors of the School's building, and by photocopiers/networked printers.

Cardboard and glass recycling bins are located outside. To further reduce paper waste and energy use, the School encourages double-sided printing wherever possible.

3. Travel

The necessity for research-related travel must be considered with a view to the environmental impact. In particular, UK flights must only be taken by staff when absolutely essential¹.

Applications for funding for travel expenses and research support will be approved on the basis of train travel (or car if practicable), unless there is an exceptional reason why a flight is essential, agreed by the Head of School. The School supports any university activity to promote use of public transport or cycling as an alternative to driving.

¹ Please note, all flights should be booked through Key Travel (see <http://www.sussex.ac.uk/studentrecruitment/internationaloffice/travel>)

Research Ethics and Integrity

Ethics review

If you are conducting research that involves participants and/or the collection of data, then you will need to submit your research for review to the Cross-Research Ethics Committee (C-REC). You can also go to the School's Research Ethics Officer Dr Nigel Marshall (N.A.Marshall@sussex.ac.uk) to discuss your ethical review.

All ethical review applications are made via the University's online ethical review system. More information on the ethics process, how to submit an ethics application, videos and general guidance can be found at <http://www.sussex.ac.uk/staff/research/governance/apply>

It is important that you receive ethical approval before starting any research as without it you will not be covered under the University's insurance policies.

In order to be considered as part of the C-REC's monthly application review system, your application should be submitted by the 20th of each month (except for August when no cycle takes place). You will then receive a response from the committee within 2-3 weeks of this date. The majority of applications are returned to applicants with at least some amendments before ethical approval can be granted so you are advised

(a) make sure your application is as complete as possible when you do submit and (b) prepare and submit your application in plenty of time before your research is due to begin.

In some circumstances it is possible to request 'expedited review', for an application to be reviewed outside of this cycle, such as an application requiring review in order to receive funding, or for a commissioned project with a very short timeframe. In all expedited review cases, the agreement of this process is by the discretion of the SREO or C-REC Chair.

If you require any help or advice with the ethics process, please contact Carol Cooley, Senior Research Ethics and Integrity Officer for the Social Sciences and Arts at c-recss@sussex.ac.uk.

The University of Sussex is committed to promoting and upholding the highest quality academic professional and ethical standards in all its activities. The University is a signatory to the [Universities UK Concordat to Support Research Integrity](https://www.universitiesuk.ac.uk/topics/research-and-innovation/concordat-support-research-integrity)². You should read the University's [Code of Practice for Research](https://www.sussex.ac.uk/staff/research/governance/apply/policies_procedures_appeals) and other relevant policies and procedures available on the University's [Ethics webpages](https://www.sussex.ac.uk/esw/internal/research/ethics)³.

See also detailed information on Ethic for ESW researchers on the [ESW Research Ethics page](https://www.sussex.ac.uk/esw/internal/research/ethics)⁴.

The Research Staff Office

The University Research Staff Office (RSO) in Research and Innovation Services works with Research Staff Representatives, and other colleagues in Schools and Professional Services across the university, to champion the needs of research staff.

The RSO works at:

- a strategic level: developing and implementing policy and projects to enhance researcher experiences and the research environment
- a personal level: creating and delivering bespoke, professional training and personal coaching to support research staff at each stage of their research career at Sussex.

Contact details:

Research Staff Office
Research and Innovation Services
Level 1, Falmer House
University of Sussex
Falmer, Brighton
BN1 9QF

E: researchstaffoffice@sussex.ac.uk

T: +44 (0)1273 877 979

Website:

www.sussex.ac.uk/staff/research/researchstaff

² <https://www.universitiesuk.ac.uk/topics/research-and-innovation/concordat-support-research-integrity>

³ https://www.sussex.ac.uk/staff/research/governance/apply/policies_procedures_appeals

⁴ <https://www.sussex.ac.uk/esw/internal/research/ethics>

Welcome Guide

You should have received in your contract offer letter a copy of the 'Welcome Guide' created for Research Staff that are new to the University.

If you have not received one, it can be accessed from the [New Research Staff webpage](#)⁵.

Further Orientation

Welcome lunch

The RSO hold a welcome lunch for all new Research Staff 3-4 times a year. The aim is to e-mail new starters within 3 months of starting but if you have not heard from them, or were unable to make a session you were invited to, do e-mail them: researchstaffoffice@sussex.ac.uk.

Newsletter

Shortly after you start, you will be added to a mailing list, and should begin to receive The Sussex Researcher Newsletter.

This regular mailout is used to communicate news, events and other information relevant to researchers and those involved in supporting researchers.

If you do not automatically start getting the newsletter, get in touch with the team: researchstaffoffice@sussex.ac.uk. In the meantime, you can access the most current version, and the archive, from: www.sussex.ac.uk/staff/research/researchstaff/thesussexresearcher.

One-to-one support:

As well as creating training and development programmes for researchers, the RSO organises 1:1 support for research staff at the University. Ranging from ad hoc discussions with members of the team to having more in depth coaching sessions or linking you with the University- wide mentoring scheme. More information on coaching, mentoring and careers are on the [RSO webpages](#)⁶.

⁵ <http://www.sussex.ac.uk/staff/research/researchstaff/newstaff>

⁶ <https://www.sussex.ac.uk/staff/research/researchstaff/one-to-one>

Access the Research Staff Office webpages for a wealth of information on development, funding and fellowships, career planning, practical support and wellbeing:

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

In addition to the above support, the Research Staff Office also provides information for research staff managers and PIs to enable them to support their staff effectively which can be found here:

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

Key contacts for Research Staff in the University

Research Staff Office

E researchstaffoffice@sussex.ac.uk

HR

E hradmin.esw@sussex.ac.uk

Key contacts for Research Staff in the School

Head of School

Professor Simon Thompson

E eswhos@sussex.ac.uk

Head of School Coordinator

Sharon Jakeman

E hosc@esw.sussex.ac.uk

Head of Department of Education

Dr Tamsin Hinton-Smith

E j.t.hinton-smith@sussex.ac.uk

Head of Department of Social Work and Social Care

Dr Reima Ana Maglajlic

E hod_swsc@sussex.ac.uk

Director of Research and Knowledge Exchange

Professor Mario Novelli

E eswdrake@sussex.ac.uk

Research Development Officer

Clare Neil

E c.neil@sussex.ac.uk

E research_support@sussex.ac.uk

School Administrator

Ana Pereira

E a.pereira@sussex.ac.uk

Assistant Research Manager

Hazel Crawford

E Hazel.Crawford@sussex.ac.uk

Research Staff Representatives ESW

Dr Jeongeun Park

E Jeongeun.Park@sussex.ac.uk

Do please get in touch with if you have any concerns or issues that you feel need to be addressed.

CONTACT

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E eswpgradmin@sussex.ac.uk

www.sussex.ac.uk/esw

This handbook is for advice and guidance only and is not a substitute for the formal statements and requirements of the Charter, Statutes, Ordinances, Regulations and procedures of the University. In case of any conflict these formal statements and requirements take precedence over the handbook.

Every effort has been made to ensure the accuracy of the information contained in the handbook, as at 1 Sept 2024. The University can, however, take no responsibility for errors or omissions, or for arrangements made by third parties. It reserves the right to change the information given at any time.

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