Welcome to Oxford Brookes University

**FOR ASSOCIATE LECTURING STAFF**

This welcome pack contains information that will introduce you to the University and its facilities.

You will receive further information on your first day and as part of your induction.

In the meantime, visit us at:

<http://www.brookes.ac.uk/>

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**Section 1: General information about the University**

Welcome

Welcome to your new role! We hope you will settle into the University well and enjoy your time working with us.

With over 2000 employees, you will be joining a diverse organisation whose staff contribute to the on-going success of the University. The University values each individual member of staff, and has adopted equality, diversity and inclusion as core values. These are reflected throughout the policies and practices in place as the University seeks to be a genuinely inclusive organisation.

We appreciate that starting a new job can be daunting, as well as exciting. We hope that this information, and your Faculty induction will help you to settle in quickly and effectively.

In the meantime, your line manager will be in contact with you about arrangements for your first day. We look forward to your joining us!

**A brief history of Brookes**

Oxford Brookes University began life as Oxford School of Art in 1865. Over the years it transitioned to Oxford City Technical School, Oxford College of Technology, and Oxford Polytechnic before becoming a University in 1992. The University is named after John Henry Brookes, an educator and sculptor who, as Head of the School in 1928, was instrumental in moving the institution from the centre of Oxford to its current site on Gipsy Lane in Headington.

As Oxford Polytechnic, this institution had a well-established reputation for innovation in initiating the modular course delivery format in the early 1970s. The “Poly” was very successful at recruiting students and offered a popular and well-regarded Higher Education.

The opening of the award-winning ‘John Henry Brookes’ building in 2014 was another key milestone in the University’s history, as was our 150th anniversary in 2015. Brookes continues to be one of the UK’s leading modern universities and enjoys an international reputation for teaching excellence and innovation, as well as strong links with business and industry.

To find out more about the history of the University, visit: <http://www.brookes.ac.uk/about-brookes/history/> .

**Our Strategy and Guiding Principles**

Oxford Brookes has implemented a **strategy** to take the University through to 2020. The strategy builds on the University’s strong track record for quality teaching, learning and research. The strategic plan can be found here: <http://www.brookes.ac.uk/about-brookes/strategy-2020/our-strategy-for-2020/> The key priorities include:

* delivery of an outstanding student experience
* the further development of world-class research
* a positive commitment to our wider community
* creating sector-leading, high quality services for the future

The **Guiding Principles** of Brookes defines the University’s way of doing things. They define Brookes at its best, showing the character of our staff, and they shape the character of our graduates. The four guiding principles are:

* *Confidence* – we have confidence in our staff and students, and we know that we prepare our graduates well for a fulfilling and valuable life.
* *Generosity of spirit* – we believe people flourish in a culture of respect and support, where we celebrate difference and thrive on each other’s success.
* *Connectedness* – our academic excellence is underpinned by a history of learning by doing. Our connections and our Oxford roots are fundamental to our students’ experiences and successful future.
* *Enterprising creativity* – we’re adaptable and flexible, and consider a fresh approach in everything we do – because we know our sustainability depends on a pioneering spirit.

**Organisational Structure**

Responsibility for the day-to-day running of Oxford Brookes University rests with the Vice-Chancellor, Professor Alistair Fitt, and the [Senior Management Team](https://www.brookes.ac.uk/about-brookes/structure-and-governance/senior-management/).

The university is divided into four academic faculties and seven supporting directorates (shown below). Further information regarding the University’s governance and structure can be found [here.](http://www.brookes.ac.uk/about-brookes/structure-and-governance/)

**Faculties**

Faculty of Technology, Design & Environment (TDE)

Faculty of Humanities & Social Sciences (HSS)

Faculty of Health & Life Sciences (HLS)

Faculty of Business

Senior Management Team

 **Directorates**

Registrar & Chief Operating Officer

Directorate of Human Resources

Directorate of Learning Resources

Oxford Brookes Information Solutions (OBIS)

Directorate of Finance & Legal Services

Directorate of Estates & Facilities Management

Directorate of Corporate Affairs

Directorate of Academic & Student Affairs

**Campuses**

Oxford Brookes is a multi-campus University. The location of our various campuses and sites are listed below along with the Faculties/Directorates that are predominantly based at that location.

* **Headington campus** (including the Marston Road and Headington Hill site)
	+ - Faculty of Health & Life Sciences (HLS)
		- Faculty of Humanities & Social Sciences (HSS)
		- Faculty of Technology, Design & Environment (TDE)
		- Directorate of Academic & Student Affairs
		- Directorate of Corporate Affairs
		- Directorate of Finance & Legal Services
		- Students’ Union
		- Faculty of Business – Oxford School of Hospitality Management
* **Harcourt Hill campus**
	+ - Faculty of HSS – School of Education, Dept. of History, Philosophy & Religion and Institute of Public Care
* **Wheatley campus**
	+ - Faculty of Business (relocating to Headington campus Summer 2017)
		- Faculty of TDE – Dept. of Computing & Communication Technologies and Dept of Mechanical Engineering and Mathematical Sciences
		- Directorate of Human Resources
* **Ferndale Site** (Swindon)
	+ - Faculty of HLS – Adult Nursing
* **Bath site**
	+ - Faculty of HSS – Institute of Public Care.

Estates and Facilities Management, Learning Resources and OBIS have a presence on each of the main campuses.

Detailed maps of the campuses and directions can be found [here](https://www.brookes.ac.uk/about-brookes/visit-us/).

**Travelling to Brookes**

**Parking**

As a major employer in the Oxford area, Brookes is committed to reducing the impact it has on traffic in the local area as much as possible. Because of this, and the limitation on the number of car parking spaces we can offer, parking is very limited at all sites. Parking permits are available at a charge of 0.6% of annual salary: the payment spread over the year and deducted from your monthly salary. Please note the University will be introducing a new parking policy in January 2017.

To find out more about parking arrangements, whether or not you qualify for a permit, and how to apply for a parking permit, please visit: <https://www.brookes.ac.uk/travel/parking/>.

**Brookes Bus**

The University offers a range of bus services that provide links between the university sites, as well as the city centre:

* **U1** – travels between the Wheatley and Harcourt Hill campuses, via Oxford city centre. This runs

 every 15 minutes during the day in semester time and every 30 minutes during vacation time.

* **U1X** – a fast service (limited stops) between Wheatley and Harcourt Hill campus.
* **U4** – travels between Blackbird Leys, Cowley, Headington and the JR Hospital
* **U5** – travels between the city centre, Cowley, Headington, Marston and the JR Hospital
* **U5X** – travels between the city centre, Cowley, Slade Park and the Wheatley campus.

Further information about the Brookes bus services, including season tickets and timetables can be found at the following link: <http://brookesbus.oxfordbus.co.uk/>.

**Lift sharing**

If you are interested in joining a lift-share, you can sign up to the Oxfordshire Lift-share service at the following link: <https://oxfordshire.liftshare.com/>. This is a free service which allows you to coordinate with others who would like to share journeys to work. This method of getting to work not only saves you money on parking and petrol, but has a positive impact on the local area by reducing congestion and pollution.

**Facilities**

There are a variety of facilities available that can be used by members of staff as detailed below.

**Catering**

Each campus, including Marston Road, has a refectory which serves hot and cold food for breakfast and lunch, with café outlets that also serve drinks and snacks throughout the day (see <http://www.brookes.ac.uk/studying-at-brookes/living/food-and-drink/> and <https://www.brookes.ac.uk/catering>.

The Headington and Wheatley campuses also have a ‘grab and go’ shop open throughout the day.

Headington is home to the John Henry Brookes Building which hosts a variety of catering outlets, including Starbucks, the Deli and the Lounge. Brookes’ Restaurant is also based on this site, providing a teaching resource for Hospitality Management students. The restaurant provides an opportunity for top quality dining at reasonable prices. It is open at lunchtimes during the week and often has themed

**Cash points**

Cash points are available at the Wheatley campus in the ‘grab and go’ shop, and at the Headington campus in two locations: the Colonnade and the Gibbs building.

**Libraries**

Members of staff are welcome to use the services offered by the library and can do so using their staff card, issued by HR.

As a member of Oxford Brookes University Library you have access to our three site libraries:

Headington - the largest Library covering most academic disciplines;

Harcourt Hill - specialising in education, theology and human development, communication and sport;

Wheatley - specialising in business, engineering, computing and mathematical sciences.

Library Catalogueis available via the Library's web pages or over the Internet at <http://capitadiscovery.co.uk/brookes/>

As well as providing details of the Library's stock, the Catalogue allows you to check what items you have on loan, to reserve and renew books and to place requests for and to check details of interlibrary loans.

**Centre for Sport**

Based at the Headington campus, the sports centre offers a health and fitness suite with 65 stations and also provides a variety of classes. Other facilities are also available at the other campuses, including a 25 metre swimming pool at the Harcourt Hill campus. To find out more details about what is available across the University, visit: <http://www.brookes.ac.uk/studying-at-brookes/student-life/our-campuses/campus-facilities/centre-for-sport/>

**Dentist**

## Studental is a fully equipped dental practice located on the Headington campus and provides NHS dental care to staff and students. To register, you can call: 01865 689 997.

**Nursery**

Based on the Clive Booth Hall site, 5-10 minutes walk from the Gipsy Lane site, the nursery is available for children between the ages of four months and five years. The University also offers members of staff a childcare voucher scheme. More details can be found here: <http://www.brookes.ac.uk/student/services/nursery/>

**Trade Unions**

There are two unions currently recognised by the University for members of staff:

* Unison – representing non-teaching staff members
* University and College Union (UCU) – representing academic members of staff.

Further details and information about how to join can be found here: <http://www.brookes.ac.uk/staff/working-at-brookes/unions/>

**Further information**

For further information about working at Brookes, please visit: <http://www.brookes.ac.uk/staff/>

**Section 2: Information for Associate Lecturing Staff**

**Associate Lecturer Policy**

This induction policy should be read in conjunction with the Associate Lecturer Policy (last reviewed in September, 2016). The Associate Lecturer policy provides detailed information relating to rates of pays, AL duties, holiday pay etc and can be found here:

http://www.brookes.ac.uk/services/hr/handbook/short\_term\_temp\_contracts/associate-lecturer-policy.html

## Associate Lecturer Duties/Role Profile

The role of the AL is a ‘defined’ role that predominately involves teaching-related activity. The normal range of duties undertaken by an AL will include all or some of the following:

1. To lead lectures and/or seminars across a range of undergraduate and/or postgraduate programmes.
2. To provide support to module leaders, for example assisting with the preparation of teaching and assessment materials, as directed by the module leader.
3. To supervise dissertations.
4. Where appropriate, to supervise practical and specialist skills based work (e.g. laboratory science practicals or studio work).
5. To mark and assess students’ work.
6. To supervise examinations.
7. To act as a first point of contact in providing pastoral support and guidance to students within tutorial provision and to refer students on to their Academic Adviser as appropriate.
8. To participate in administrative processes to ensure compliance with institutional procedures.
9. To plan/prepare student experience activities, e.g. field trips, exhibitions, etc.
10. To supervise and undertake student placement visits as required.
11. To attend programme meetings as required (normally a maximum of two per semester, approximately 2 x 2hrs), and to contribute collaboratively to curriculum development as appropriate. ALs will be paid for attendance at such meetings at the Basic Rate.
12. To participate in performance evaluation and review processes as appropriate.

These duties fall within the agreed role profile for ALs:

   <http://www.brookes.ac.uk/services/hr/reward/academic/associate_lecturer_profile.html>

ALs will not be expected to be involved in any of the following activities:

* Module leadership
* Academic Adviser
* Research and knowledge exchange

# Role of the Department Head

All Associates are allocated to a Department / School within a Faculty. The Head of Department / School is your line manager (although they may delegate this responsibility to a Programme Lead), and is responsible for the following:

* Teaching Review – to be undertaken in the first term of teaching
* Organising Peer Review every two years, depending on associate’s workload.
* Conducting a Personal Development Review (PDR) meeting should an Associate request one (see opportunities for career development / progression).
* Staffing issues
* Workload balance and timetable preferences / requests.

# Role of Module Leaders

For any queries relating to teaching, you should contact the relevant Module Leader in the first instance. The Module Leader should:

* Brief you regarding objectives, aims and philosophy which underpin the module.
* Provide guidance and information on the role of support teaching staff and the tasks you are expected to undertake each week, in order to enable advance preparation.
* Clarify the role of support teaching staff in assessment, coursework and examinations etc. and inform you of relevant dates and deadlines. You should also be provided with marking guidelines or other detailed briefings, on the approach / criteria to be used.
* Provide relevant teaching and learning materials including module guide and also the relevant field / course guides.

Note: It is the responsibility of staff and students to be familiar with the University regulations, policies, procedures and guidelines governing assessments, etc. Further information can be found at the following link:

**http://www.brookes.ac.uk/regulations/**

**When will I get my contract?**

The table below summarises the process for issuing your contract:

|  |  |
| --- | --- |
| **Who’s responsible** | **Action** |
| Head of Department / School or Programme Lead | Discusses work available and provides you with a proposed Schedule of Works / workload plan subject to confirmation of student numbers |
| Associate Lecturer | Agrees to proposed schedule. |
| Head of Department / School or Programme Lead | Confirms hours required based on confirmation of student numbers and raises an electronic Staff Request Form. A completed personal details form and proof of eligibility to work in UK should be attached. |
| Faculty Finance | Authorises Staff Request Form. |
| HR | Raises Associate contract and sends to Associate’s home address. |
| Associate | Returns signed contract to HR together with any other required paperwork. |
| Head of Department / School or Programme Lead | Issues further schedule of works / workload plan in discussion with you as needs arise. |

#  Staff Card

You will be issued with a staff card within 4-6 weeks of joining. You will need your ID card to:

* borrow library books,
* to open your e-mail account, and
* to access any 24-hour computing facilities.

# How do I log on?

To open your e-mail account you will need to take your staff card, or if not yet received, form of photo ID, eg passport or driving licence, and your staff number (p00xxxxx) to the IT services desk or library at any campus to be issued with a password. You will have the opportunity to change your password after the initial log on.

Communications throughout the University are largely via Google email. It is therefore important that you view your Brookes email address on a regular basis. You may wish to forward your Brookes emails to another email address to ensure that you do not miss any communications. (You can set this up in email settings in the ‘Forwarding and POP/IMAP’ tab.)

**How do I get paid?**

* Complete an [Associate Lecturer claim form](http://www2.brookes.ac.uk/services/hr/handbook/forms/associate-lecturer-claim.doc) for hours worked. Please refer to the [Associate Lecturer claim form guidance](http://www.brookes.ac.uk/services/hr/handbook/short_term_temp_contracts/associate_lecturer_claim_form_guidance.pdf) to ensure that your form is completed fully and thus avoid any delays in payment.
* Payment is due on a monthly basis on the last working day of each month.
* Claims should normally be submitted to your Department Head / Line Manager or to the Faculty/Directorate Finance Department. Please see section 3 for Faculty specific instructions regarding submitting claims and deadlines.
* Faculties normally have to submit claims to the Directorate of Human Resources by the 10th of each month, although this date can vary, eg at Christmas when payroll is run early.
* **Unauthorised claims will not be paid.**
* Claims that do not reach the Directorate of Human Resources by the deadline will be paid the following month.
* The payment will be made directly into your bank/building society.

**INFORMATION REQUIRED FOR CLAIMS**

National Insurance Number

* If you do not know your National Insurance number you can obtain it from your local Contributions Agency (CA) Office. Failure to supply this number may result in contributions not being credited to your records.
* If you are a married woman in receipt of a current Certificate of Reduced Liability, please staple a copy of the certificate to this claim.
* If you are 60 (female) or 65 (male) you need not pay NI Contributions provided that you attach a copy of a certificate of non-liability obtainable from your local CA Office.
* National Insurance Contributions will be deducted in accordance with CA regulations.

Income Tax

* Attach your P45 form. If you do not have a P45, you may obtain a P46 form from the Payroll Office and a basic rate tax code will be operated in the interim. Please follow the instructions contained in this form and return them to the Payroll Office immediately. Income Tax is deducted in accordance with Inland Revenue instructions at source

**Pension**

You will automatically be enrolled in the Teachers’ Pension Scheme (TPS). Please see website for more information <https://www.teacherspensions.co.uk/public/home.aspx>. If you want to leave the Teachers' Pension Scheme, you will need to complete an Opt out form available from TPS. This form must only be completed after your employment start date.  Please see website for further information.

**Useful links**

|  |  |
| --- | --- |
| Supporting Students Handbook | <http://www.brookes.ac.uk/staff/academic/academic-advising/> |
| Student Wellbeing | <http://www.brookes.ac.uk/students/wellbeing/> |
| Mitigating Circumstances – note enquiries should be referred to the relevant Module Leader | <http://www.brookes.ac.uk/students/your-studies/mitigating-circumstances/> |
| Module List – for dates and rooms including any room changes | <https://www2.brookes.ac.uk/services/obis/modulelist.html> |
| Oxford Centre for Staff Learning and Development | <http://www.brookes.ac.uk/ocsld/> |
| First Aid Facilities & arrangements | <http://www.brookes.ac.uk/services/hr/health_safety/docs/obuhsn10.html> |
| Fire & Evacuation Procedures | <http://www.brookes.ac.uk/services/hr/health_safety/docs/obuhsn09.html>l |
| Accident, incident, dangerous occurrence and diseases reporting procedures and investigations | <http://www.brookes.ac.uk/services/hr/health_safety/docs/obuhsn11.html> |
| Graduation – ALs are positively welcomed to attend graduation as a member of the platform party | <http://www.brookes.ac.uk/students/graduation/> |

**Section 3: Faculty-Specific Induction Information**

This section allows Faculties to add any relevant information regarding their own faculty.

Below is a list of suggestions for inclusion in this AL induction policy:

|  |
| --- |
| Faculty structure and management team |
| Key contacts |
| Post room |
| Photocopying |
| Teaching rooms |
| Teaching out of hours  |
| Opening hours of buildings |
| Moodle |
| IT Support |
| Absence reporting |

**Key Contacts**

|  |  |
| --- | --- |
| Pro Vice Chancellor and Dean of Faculty |  |
| Associate Dean Strategy & Development |  |
| Associate Dean Research & Knowledge Transfer |  |
| Associate Dean Student Experience |  |
| Faculty Executive Office |  |
| Faculty Finance |  |