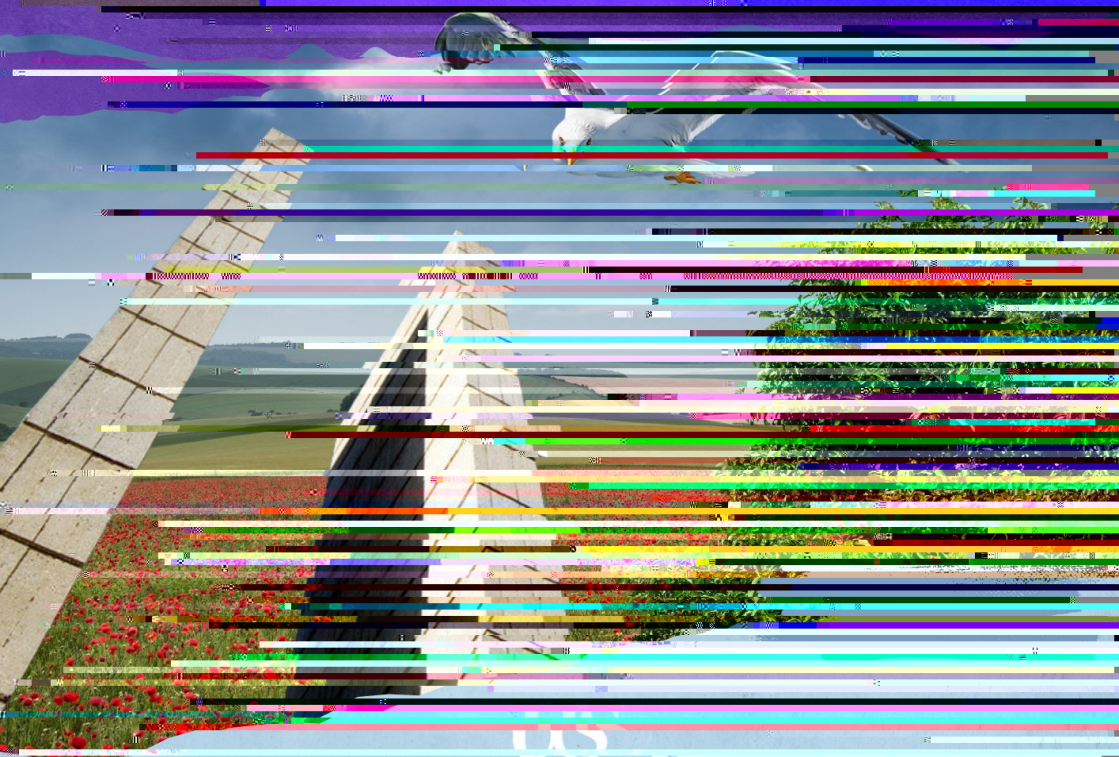


Staff Handbook 2024-25



Contents

Faculty Management	4
FoMAH Guiding Principles	5
Practical Information	5
Administrative Matters	8
Email Protocol	10
Term Dates	12
Faculty Committees and other Meetings	12
Events & Communications	14
Health, Safety and Wellbeing	15
Equality, Diversity and Inclusion	17
Adjustments for Students with Disabilities	18
Teaching and Learning	20
Module Administration	24
Education and Students Portfolio	25
Course Administration team	26
Curriculum and Assessment team	26
Student Experience team	28
English Language Courses	29
Central Foundation Years	30
Research	30
Research planning, support and grants	31
Research events - planning and support	33
Research impact and knowledge exchange	35
PhD supervisions and Doctoral Studies	36
Research leave	36
Research - Ethical review	37
A to Z of Service provision	38

Welcome!

FACULTY MANAGEMENT

The Faculty comprises the following academic structures:

American Studies	Foundation Year
Art History	History
Creative and Critical Media Practice	Liberal Arts
Drama	Media, Journalism and Cultural Studies
English Language and Linguistics	Languages Studies
English Literature	Music
Film	Philosophy

Leadership of the Faculty is provided by the Executive Dean, Associate Deans, Directors, Subject Heads and Heads of Department, and the Head of Professional Services.

The Executive Dean is responsible for academic members of the School and has accountability to the University for the management and development of all academic staff within the School.

Cornel Sandvoss	Executive Dean of the School
Ed Hughes	Associate Dean (Education and Students)
Melanie Green and Jason Price	Associate Dean (Student Experience)
Matthew Dimmock	Associate Dean (Research)
Monika Metykova	Associate Dean (Engagement, Recruitment and Admissions)
Sarah Maltby	Associate Dean (People Culture and Inclusion)

YOUR STAFF PROFILE: [Elements](#) supports the management of research activities by providing one single point of organisation, presentation and reporting for all scholarly and research activities, including research publications. It also hosts the University staff profile pages.

It's really important that every member of faculty in Media, Arts and Humanities has an up-to-date profile on Elements, so we would encourage you to review and update yours regularly, particularly when you have a new publication

be given preferential access. If you are unsure exactly what kit you may wish to borrow over a period of time, please try and give a general estimate in advance, stating your likely needs. Please avoid making repeated unforeseen borrowing requests at short notice.

In all cases, the more information that the technical services team has about your technical requirements in advance, the easier it will be to make decisions and facilitate your research.

ADMINISTRATIVE MATTERS

FACULTY OFFICE: The Faculty Office is available for general student, staff, and visitor enquiries. It is located in Arts A7. In term time it is normally open Monday to Friday from 9am to 5pm, except Bank Holidays.

VISITORS: Please inform the Reception team in the Faculty Office if you are expecting visitors and try to keep the Faculty Office informed of any events taking place, including conferences and seminars.

PHOTOCOPYING AND PRINTING: Both are done by the multi-function devices dotted around the Faculty. You don't have to be connected to any particular device to send printing to it – just use 'UoS_Secure_Print on anuosprt01.

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.

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.

FREEDOM OF INFORMATION: Please find more information [here](#).

EMAIL PROTOCOL

We expect all communication in the Faculty, including email, to observe normal professional standards of politeness and respect. We recognise that many staff and students in the Faculty work flexibly, but to limit the volume of e-mail we need to set boundaries around the times when email exchange occurs. Please respect

hotline on extension 3333 (from a mobile or external line call 01273 873333). Do not dial 999 as the emergency services get lost on campus and need to be guided in from the entrance by security staff.

FIRE: If you discover a fire, never put yourself at risk. Operate the nearest emergency call point, and then call the Emergency Hotline on 3333 from a place of safety. The Security Office will call the Fire Brigade. Leave the building by the nearest exit, and go to your local building control point. Do not stop to collect personal belongings. See the Fire Assembly Points [here](#).

FIRE: IF YOU HEAR THE ALARM:

- leave the building immediately by the nearest exit, do not use the lifts;
- do not stop to collect any personal belongings;
- go to the local building Assembly Point.

You must never go back into the building until the Fire Brigade, or a member of Security, say that it is safe to do so.

ACCIDENTS: All accidents must be reported and recorded - please inform the Operations Manager.

FIRST AID: First Aid boxes are located around the buildings. If you need help, please go to the School Office in Arts A7, or call 3333.

EYE TESTS AND WORKSTATION ASSESSMENTS: There is a free eye test service for members of staff. More information can be found [here](#).

A workstation (DSE) assessment should be carried out by new members of staff on arrival. Self assessment should be completed and if anything is discovered from the assessment, please contact the Operations manager. There is further information at the following links:

- [Health & Safety governance and wellbeing](#)
- [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#)

RISK ASSESSMENT: The University has a duty to carry out risk assessments in compliance with Health and Safety at Work regulations. Further information on Health & Safety can be found [here](#).

Please also refer to the [Health and Safety webpages](#) for guidance.

LONE WORKING: Guidance on lone working is available [here](#).

ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

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. This can be accessed via the register on Sussex Direct. Please read the recommendations from the Student Support Unit and act on them.

ADJUSTMENTS FOR STUDENTS WITH DISABILITIES: On Sussex Direct some students, who may be your advisees and/or those you are teaching, are flagged in orange or green. Green means the student has the standard support package of reasonable adjustments. Orange means the student has an enhanced support package with more specific adjustments: these will be detailed in a separate tutor awareness document on SxD which tutors must read. These are students with disabilities, the former with a range of physical or mental health issues, the latter with dyslexic and/or dyspraxic learning difficulties. Clicking on their names provides you with access to all their learning support information. Tutors are legally obliged to

MARKING ASSESSMENTS: Information on marking work written by students with dyslexic/dyspraxic learning difficulties (it should be labelled with a yellow sticker if submitted anonymously) is available in the annual examinations handbook.

More information on marking assessments can be found [here](#).

Students with disabilities appreciate tutors emailing them individually to acknowledge they have read their support information and to invite them to talk with their tutor if any specific teaching/learning/assessment issues arise.

If as a tutor you think a student might have dyslexic learning issues or has a disability they have not registered with the University, do encourage them to talk this through with a Student Advisor or refer them to the DoSE. [S4 W\)0 -1.2 Td5.4 Td](#)

[hiohinoec oo\(hi\)-1.0a](#)

MODULE ADMINISTRATION

MODULE DOCUMENTATION: Tutors are required to prepare a module handbook or guide for each module using the relevant Faculty templates.

A module guide includes information about the module and teaching, for example, a week-by-week outline, a description of each topic, a reading list and assessment, as well as details on tutorial hours, avoiding plagiarism and other issues. These are made available online via the module's dedicated Canvas site (each module should have an accompanying Canvas site).

Assumi5as suai ())9.CG8 (-1.9 4(s)-8.6 ((i)-g2.5 (ai6 (h)-2.9 (e 3 -24 (y t)5.1 (s)-1.1 (8)-4.1 c)-1 5.2 2n)01 (5as s)-.4 (u)r H0 -2.1)0.6 (r)-1. 5.2 (n)0S4 (v)-8.6 (sb2 (as))-7.



Experience, and International short courses.

The Education Manager oversees the annual planning of academic workload (PAW) and line manages the Assistant Education Managers.

COURSE ADMINISTRATION TEAM

The Course Administration team is led by the the Assistant Education Manager and comprises of the Senior Education Coordinator and a team of Course Coordinators. Their primary responsibility are to administer the faculty's courses.

Each department has a designated Course Coordinator. You can find a full list of our Course Administration team here. Their responsibilities include:

- Assist with planning of teaching: maintain timetable relating information and plan teaching groups.
- Assist with planning the co-ordination of student course options.
- ↳ Deal effectively and efficiently with enquiries from staff, students, and visitors.
- ↳ Support placement, field trips and sandwich years and other course specific administration

STUDENT EXPERIENCE TEAM

The student experience team is led by the Assistant Education Manager (Quality & Enhancement) and is comprised of the Student Experience Officer, Senior Student Engagement Coordinator and Student Experience Coordinator.

The team is responsible for providing support to our student cohort in the following areas:

· Intensive English - One, two or three terms of full-time Intensive English between September and June. Either 15 or 21 hours per week. Within this area, we have three Senior Officers. Our Senior Officer (short courses) leads on the entire student life cycle from application and graduation for pre-sessional courses. Our two Senior Officers (international) lead on Summer at Sussex, Intensive English, bespoke courses and ELAS. They are supported by a Course Coordinator. Find out more information [here](#)

ELAS (English Language for Academic Study) provides support in academic English language skills for international students, for example in how to write an essay. International students from any discipline across the university are eligible for this and it is taught by faculty based in MAH. To book a workshop or tutorial or find more visit [here](#).

The Department of Language Studies also runs 12 and 20 week language short courses for students, staff and the public who wish to learn a new language or improve their language skills. They are held in the evenings or lunchtimes. Learn Arabic, Chinese, Japanese, French, Italian, German, Spanish, British Sign Language and more. Find out more information [here](#).

CENTRAL FOUNDATION YEARS

The Central Foundation Years Office is responsible for the administration of Foundation Year programmes in Arts and Humanities; Business, Management and Economics; Design and Business; Psychology; and Social Sciences. The team can be reached at FDNO_office@sussex.ac.uk

RESEARCH

THE MEDIA, ARTS AND HUMANITIES RESEARCH INSTITUTE: The [Institute](#) is the collaborative hub at the heart of research in Media, Arts and Humanities at Sussex and the home of all our research activities. It draws on the Sussex traditions of radicalism and innovation to support research and creative practice from across the School.

The [Research Institute](#) is committed to enabling early career researchers to develop, while supporting our faculty throughout their [research life](#) across the range of their specialisms. We actively foster ecologies of transdisciplinary exchange and experiment, and bring together a broad and inclusive community of researchers and partners – locally and internationally – to explore resources

for creating knowledge together, what we hold in common. Our Research Strategy (2024) can be read [here](#).

Most full-time faculty members (excluding those on Education & Scholarship contracts, Teaching Fellows, or Doctoral Tutors) will have 40% of their contractual time allocated to research.

SUSSEX DIGITAL HUMANITIES LAB (SHL DIGITAL): [SHL Digital](#) is one of the 12 Centres of excellence at the University. It investigates the interactions between computational technology, culture, society, and environment. SHL is a cross-campus research programme currently constituted by the following Faculties: Engineering and Informatics (EngInf), Education and Social Work (ESW), the University Library, and the Faculty of Media, Arts, and Humanities (MAH) which is SHL's home Faculty.

SHL space is commonly referred to as 'The Lab' and is located on the 3rd floor of the Arts and Humanities Building (ep5.3(s h)-4)

read the following as '(a)-0g(o as ul)--3.6 (s.111.5.4 (t)B2 d n(C)016 () -12.9 5002ao as

Support for grant applications is also available from the [Research Development Office](#) through our dedicated Research Development Manager Harriet Barrett (Autumn term) and Ben Highmore, Director of Research & Knowledge Exchange

Aim to create events which speak to research centres or university research or can be co-sponsored by different networks or groups. Check the Faculty Calendar to keep track of events, avoid date clashes, and foster collaborations. Please allow at least 2-3 months for effective organisation and promotion of small scale events and minimum 12-18 months for large conferences

PROMOTING YOUR EVENT: You will need to complete the [Promote your event form](#), to ensure your event is effectively promoted and reaches its audience. This form goes to the Faculty Communications Team who will include your event in the Faculty Events, Faculty Calendar, university-level listings and monthly 'What's On' newsletter. Social media outlets include the Faculty's Facebook, LinkedIn, Twitter and Instagram accounts. The Faculty Communications can be contacted directly tellMAH@sussex.ac.uk

INVITING A GUEST SPEAKER: If you are engaging a paid guest speaker (as opposed to expenses only) please read [this policy](#) on fees before emailing the Reception Team (Faculty of Media Arts and Humanities media-arts-humanities@sussex.ac.uk). They will help with the process of registering the speaker's work or business status, raising a purchase order and invoicing. The process to set these payments up can take a few weeks, so contact Reception as early as possible. Please note though that you will need to have had your funding for the guest speaker fee approved before you make arrangements for their payment.

The university also has a Guest Authorisation procedure which must be followed to ensure the University complies with its [Freedom of Speech Code of Practice](#). If you are inviting an external speaker to an event you are organising you must complete the [External Speaker Request Form](#) before the event takes place and send a copy of the submission confirmation email to mah-research@sussex.ac.uk.

RESEARCH IMPACT, KNOWLEDGE EXCHANGE (KE) AND PUBLIC ENGAGEMENT: Following the recent REF 2021 results, [impactful research across the Faculty](#) was recognised as both world leading and excellent in its field. Within the faculty support to explore how impact might develop in your research with non-academic partners is facilitated by a dedicated Research Team including Margaretta Jolly and Flora Dennis (DRKEs - Impact and KE) working with Katherine Blackadder (Assistant Research Manager - Impact), Medeni Fordham (Senior Research Manager) and Elena Dennison (Research

of their acceptance by the journal. This also makes them eligible for future REF submissions.

ACADEMIC VISITORS (VISITING RESEARCH FELLOWS AND RESEARCH ASSOCIATES): The Faculty welcomes academics, researchers, students, and practitioners throughout the year. The Faculty offers academic visitors a vibrant, interdisciplinary context within which to undertake their planned programme of study or activities.

All visitors must have an internal sponsor and their visit must be approved by the Associate Dean (Research) before arrangements are put in place. More information on the different type of visitor and how they can apply can be found [here](#).

A-Z OF SERVICE PROVISION

WHAT	WHO
ACCESS CARDS (replacing, reactivating, adding rooms and new cards)	SEF
CLEANING - Bins not being emptied/rooms not being cleaned/spills/toilets not clean	Cleaning Manager
COMPUTER faults	ITS
COMPUTER registration	IT Services Enquiries Shawcross
COMPUTER requests requesting equipment/software purchase	Senior Operations Manager
CURRICULUM administration	Curriculum and Assessment team
EMPLOYING people	School Office
ESTATES/BUILDINGS issues in relation to the buildings/corridor/windows/exterior area	Service Centre
EVENTS/CATERING	Reception team
EVENT PROMOTION	Communications team
FINANCE/PAYING people	Reception team
FURNITURE - unwanted furniture/furniture moves/requests for furniture	Senior Operations Manager
HEALTH & Safety	Senior Operations Manager
KEYS request for an office key/returning keys/reporting lost keys	Logistics Manager
LIBRARY	Library information
MINOR WORKS requests for the carpenter to fix or quote for shelving/coat hooks/hang pictures/fix furniture etc	Senior Operations Manager
OFFICE KEYS	School Office
IMPACT and Knowledge Exchange	Senior Research Manager
LANGUAGE SHORT COURSES ELAS (English Language for Academic Study) for international students	Department of Language Studies Head of ELAS

PHONE	EMAIL
	http://www.sussex.ac.uk/sef/services/portering
07484547292	Dario.Cordoba@mitie.com
8090	http://www.sussex.ac.uk/its/help/
8090	Visit in person or email rt-its-helpdesk@sussex.ac.uk
8023	Carmen Long c.long@sussex.ac.uk
	MAH-CAO@sussex.ac.uk
8001	Reception team media-arts-humanities@sussex.ac.uk
7777	SEF.ServiceCentre@mitie.com
8001	Reception team media-arts-humanities@sussex.ac.uk
	tellmah@sussex.ac.uk
	media-arts-humanities@sussex.ac.uk
8023	Carmen Long c.long@sussex.ac.uk
8023	Carmen Long c.long@sussex.ac.uk
3137 07484547241	Claire Penta Claire.Penta@mitie.com
	http://www.sussex.ac.uk/library/
8023	Carmen Long c.long@sussex.ac.uk
8001	Reception team media-arts-humanities@sussex.ac.uk
	Medeni Fordham M.Fordham@sussex.ac.uk
2575	languageshortcourses@sussex.ac.uk elas@sussex.ac.uk

WHAT	WHO
PHOTOCOPIERS (MFD) request for paper/report broken copier	Faculty Office

PHONE	EMAIL
8001	media-arts-humanities@sussex.ac.uk

