



Bath Spa University Staff Induction Handbook

Introduction

The purpose of this handbook is to introduce you to the University, its departments, people, services and facilities. It has been designed with you in mind and is full of information which we hope you will find useful.

Over the following weeks, line managers and colleagues will be on hand to support you and offer assistance to help you to settle into your new role. We hope that you will be able to use this guide, along with the website, to find the answers to many questions you may have about working for Bath Spa University.

Remember that if you do have any additional questions or problems, your line manager, the Human Resources team, and other University staff and colleagues will be happy to help.

Welcome to Bath Spa University!

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Our Vision...

The vision of Bath Spa University is to raise its national, proven reputation for high quality, taught degree programmes, giving students an excellent learning environment and helping them maximise their potential. Bath Spa University will deliver a wide range of subjects, underpinned by high quality research and scholarship, and will actively engage with businesses.

Strategic Objectives

11 strategic objectives underpin our Vision Statement. They are to:

- i) Continue to improve the quality and relevance of our academic provision.
- ii) Deliver a high quality of student experience and increase the amount of employer responsive provision.
- iii) Fulfil our HEFCE, TDA and CWDC contracts.
- iv) Undertake research and scholarly activity.
- v) Raise income from non-governmental sources.
- vi) Manage finances and assets in a sound, business-like fashion.
- vii) Increase the number of international students at the university and taught provision in other countries.
- viii) To take full advantage of technology in all our activities including e-learning tools to support all academic staff and students.
- ix) Reduce, reuse and recycle wastes and to maintain and enhance biodiversity.
- x) Ensure equality of opportunity for staff and students and widen overall access to the university.
- xi) Recruit and retain the highest quality staff.

PA contacts

Allison Dagger	PA to Vice-Chancellor	5572
Jean Gardiner	PA to Neil Sammells	5411
Heather Harris	PA to Alun Thomas	5716
Jane Conibere	PA to Jon Brady	5759
Jacqui Day	Assistant to the Registrar and Director of Student Services	5679
David Tinkham	School Administration Manager School of Art and Design	5475
	Senior Administration Manager to the Dean School of Education	5549
Jane Jones	School Administration Manager School of Humanities & Cultural Industries	5756
Michelle Diwell	School Operations Manager School of Music and Performing Arts	6164
Jan Hanley	School Operations Manager School of Science, Society & Management	5601
TBC	Administrator Graduate School	5510

Campus maps



B = Bus Stop

P = Parking

R = Reception

Building codes used in timetables and computer systems are included in brackets.

1. Main House (MH)

2. Main House - West Wing (MH)

3. Library and Careers (LY)

4. Performing Arts Arena (PA)

5. Steward's Lodge (SL)

6. Ashton (AN)

7. Moreton Refectory (MN)

8. Compton (CP)

9. Twiverton (TN)

10. Michael Tippett Centre (MT)

11. Doynton (DN)

12. Nevill Hall (NL)

13. Hungerford Hall (HU)

14. Pope Hall (PO)

15. Sydney Hall (SY)

16. Harington Hall (HA)

17. Langton Hall (LA)

18. Hiscocks Hall (HI)

19. Temple House (TH)

20. Temple Hall (TP)

21. Gore House (GR)

22. Security Lodge (SE)

23. Oak Tree Day Nursery (NI and N2)

24. Castle (CE)

25. Gatehouse (GH)

26. Wellow (WE)

27. Corston (CN)

28. Newton Annexe (NA)

29. Newton (NE)

30. Twinhoe (TE)

31. Stanton (SN)

32. Dairy (DY)

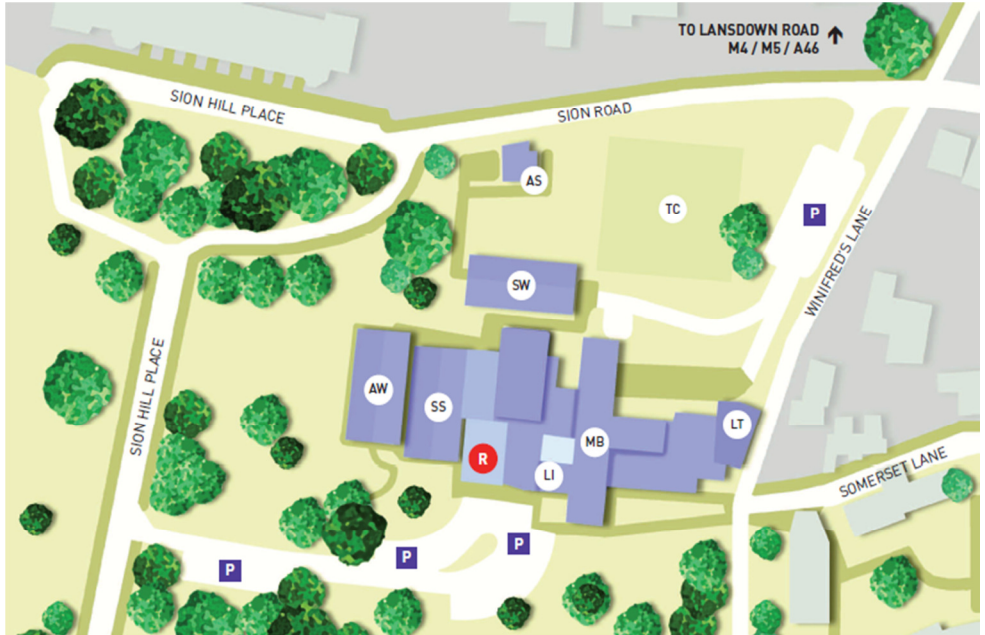
33. Stable (ST)

34. Sophia (SO)

35. Student's Union (SU)

36. Walled Garden (WG)

Sion Hill Campus



MB	Main Building	LT	Lecture Theatre
AW	Arts Workshop (Woodwork, Fine Art, Sculpture)	TC	Tennis Court
SS	Silkscreen Workshop (Silkscreen, Etching and Lithography, Fine Art)	SW	Sculpture Workshop
AS	Art Shop	LI	Library
		R	Reception
		P	Parking

Section 3

On site services and departments

Parking and Permits

The University has free parking available at the majority of its sites, although it can be limited at busy times. If you're not sure about parking, ask your line manager.

You will need to display a valid parking permit which can be obtained from the university. Your line manager will be able to give you advice about temporary parking arrangements. Newton Park, for example, can issue temporary passes daily from the Security Lodge.

You can apply for a vehicle permit online using the Work Management System (WMS) by entering your details onto a Vehicle Registration Form. You will need the computer ID and password issued to you by the University. Once you have registered your vehicle, the permit will be sent to you within 2-3 days.

Please be aware that vehicles may not be allowed onto campus without a valid permit clearly displayed in the windscreen. Security staff can refuse entry to any vehicle without a permit and may remove unauthorised vehicles.

Travelling By Bus

Newton Park

Bright Orange buses (services 418 and 419 operated by First) run every 20 minutes during term-time between Bath City Centre and the Newton Park Campus. Buses to Newton Park leave from the Dorchester Street stop (turn left out of the railway station).

Sion Hill

First services 2 and 700 stop near Sion Hill.

For further timetable enquiries please call Traveline on 0870 608 2 608, or for customer service please call 0845 606 4446, or visit the First Group website:

<http://www.firstgroup.com/ukbus/southwest/bristol/home/>

Corsham Court

First Bus service number 231 runs between Bath and Chippenham via Corsham. The closest bus stop to Corsham Court is Newlands Road, and from there it's just a short walk to the mansion house.

Uni Connect also run an inter-site bus called *SpaLink* between Newton Park and Sion Hill campuses, via Culverhay, Dartmouth Avenue, Waterside Court and Charlton Court halls of residence, and the Sainsbury's superstore.

Car-Sharing

The University offers a personalised lift-share scheme specifically for Bath Spa University staff and students, called Car2Spa. There are over 250 journeys registered, and you don't need to own a car to join – you can just search for other people offering lifts. To find out more visit the BSU Environment pages:

<http://www.bathspa.ac.uk/services/environment/green-focus/sustainable-transport/>

Day Nursery

Oak Tree Day Nursery provides a happy, secure, stimulating environment offering a variety of activities for children that extend their experiences and enables them to experiment, explore, discover and learn through play.

The Nursery is located on the Newton Park Campus in two separate houses. One house provides care for children aged between 0–2 years the other provides care for children aged between 2–5 years. Each child is allocated a key worker who has a particular responsibility for the child’s care.

Staff are given a 17.5% discount on nursery fees and, as an additional benefit, fees can be paid directly from your gross salary before tax and national insurance are deducted.

Session Times

All Day:	08:30 - 17:30
Morning:	08:30 - 12:30
Morning inc. Lunch:	08:30 - 13:30
Afternoon:	13:30 - 17:30

The Nursery also offers morning sessions starting at 08:00 and afternoon sessions finishing at 18:00. These spaces are limited, incur a small additional charge and need to be pre-booked.

Contact Details

Emma Dixon – Nursery Manager

Oak Tree Day Nursery

Newton Park

Tel: (01225) 875590

Website: <http://www.bathspa.ac.uk/services/day-nursery/>

Section 2

The University- Central Departments

Student Services

Located in Main Building at Newton Park and headed up by Chris Ellicott, Student Services is responsible for most of the institution-level administrative work relating to student recruitment, admissions, progression, assessment and graduation.

The support services on offer are built around Counselling, Disability Support, Welfare and Student Finance, which work together to give students the best possible support. These services are based in Doynton at Newton Park and at a drop in session at Sion Hill. The service has a wide range of information available and is staffed by specialists who aim to ensure that students receive appropriate assistance, with practical, financial and personal issues that might affect their studies.

Student Services is organised into:

- Student Administration Service– contact: 6115
- Admissions – contact: 5565
- Student Support – contact 5668
- Systems, Data and Management Information – contact: 6276
- Graduation and Alumni – contact: 5566
- Registrar and Director of Student Services Office – contact: 5679

For further information visit the Student Services website –

<http://www.bathspa.ac.uk/services/registry>

Finance

The Finance department consists of the following sections: Income, Payroll, Payments, Shops and Transport.

You will be notified of your individual pay arrangements when you start with the University, but if you do have any queries you can contact finance on the following numbers:

- **Payroll (pensions, expenses etc.)** – 5757
- **Income** – 5532
- **Liquid Office** – direct initial enquiries to your School Administrator; if you have a problem with your pay/payslip please contact payroll as above.

For further information visit the Finance website -

<http://www.bathspa.ac.uk/services/finance/>

Information Services

Information Services is tasked with providing the best information to decision makers, to deliver the university's business goals. Decision makers include students, staff and senior management. They are closely aligned with Computing Services, Finance, Human Resources and Student Services.

Information Services implement and maintain core systems and services such as Dream, ResourceLink, SITS and Minerva, and support systems such as Liquid Office. With responsibility for in-house systems such as the Student Housing, Student Support Services and the Work Management System.

Further information can be found at

<http://www.bathspa.ac.uk/services/information/>

Computing Services

Computing Services is divided into 5 teams, managed by the Director of Computing Services, Dave Hassall and Dean Bennett, his deputy:

Business Service Management, Communications Team, Database Administration, IT Helpdesk, Server Team

We provide IT help, training and advice to all staff and students, helping to resolve problems with PCs, AppleMac, university core systems, user logon accounts and printing. In fact, any computing facility and IT resource. We are also closely aligned with Information Services, and sometimes work in tandem with the Technicians Service.

For details on how to contact the teams, their responsibilities and office opening hours please visit www.bathspa.ac.uk/services/computing

Human Resources

The services that Human Resources provide in partnership with line managers include recruitment and selection, staff learning and development, employee relations, performance and absence management, reward, equality and diversity, management information, employment contracts, terms and conditions of employment and HR policies and procedures.

Human Resources can be found in Main House, Newton Park. For further information visit the HR website - <http://www.bathspa.ac.uk/services/hr>, or for the latest HR news and policy updates visit HR Newslink - <http://www.bathspa.ac.uk/services/hr/hr-newslink/default.asp>

The HR general enquiry line is 6338 or you can email hrcontact@bathspa.ac.uk.

Human Resources is organised into:

- **Director of Human Resources** – contact: 5554
- **HR Manager** – contact: 6260
- **Senior HR Advisor** – contact: 5567
- **HR Advisors** – contact: 6137/6317
- **HR Admin Manager** – contact: 5472
- **HR Administrators** – contact: 5851/5519

Employability at Bath Spa University

The University is committed to preparing and supporting students, as far as possible, for the world of work, beyond graduation. Through working with staff, students, employers and industry bodies, our degree programmes provide students with excellent graduate prospects and continue to strengthen their focus on employability, drawing on labour market intelligence, feedback from employers and alumni and graduate destination information. Bath Spa Careers (incorporating the Job Shop) and Artswork are two areas with a particular employability focus, as well as a new collaborative initiative entitled Bath Spa Plus.

Bath Spa Careers

Bath Spa Careers works in partnership with staff across the University to provide a range of high quality embedded and extra-curricular services and opportunities, which enable all Bath Spa students to fulfil their career potential. We aim to enhance the student experience and actively promote the talent of our graduates through developing meaningful partnerships with employers and other opportunity providers. It comprises four areas – Careers Advice, Information, Placements, JustV volunteering opportunities and Job Shop – working together to offer a coherent service to staff, students and recent graduates. We are based upstairs in the library at Newton Park. www.bathspa.ac.uk/careers

Artswork

Artswork extends the University's innovative approach to arts learning and teaching, Artswork defines new models of arts education, enhancing the employability and self-employability of creative industries graduates. Six high-specification, subject-focused 'learning labs' each provide the optimal environments in which to explore new ways of learning and teaching, enabling students to enter their chosen profession with a portfolio of skills and completed projects that have been shaped, developed and assessed in the context of the marketplace.

www.bathspa.ac.uk/artswork

Bath Spa Plus

Bath Spa Plus is a student-facing 'umbrella brand', new for 2008/9, which brings together a number of internal departments and services, working in close partnership with the Students' Union. It provides students with a one-stop-shop highlighting the breadth and diversity of extra-curricular workshops and events available to them throughout the academic year. Workshops, seminars and events will be delivered during term-time in a designated training room at Newton Park Students' Union. It will also present a number of employer-led events on campus providing students with opportunities to engage with potential employers and enabling business and industry to work with the University. www.bathspa.ac.uk/plus

Library

You will need a library card to borrow anything from the libraries, which can be collected from the Library Issue Desk. As well as books the library stocks a range of journals, reference books, audio-visual materials, DVDs, videos etc.

Loan allocations

Loan allocations can be made up of any combination of items - books, audio-visual materials, DVDs, videos, CDs, etc.

Academic staff - 25

Support staff - 15

Certain CD-ROMs and Counter Collection items cannot be removed from the library including reference items and journals.

Fines are charged on all overdue items so check the return date and try to return or renew items by that date.

Newton Park Library

Newton Park

Tel: (01225) 875490

Fax: (01225) 875493

The Library entrance is located in the Student Union foyer.

Sion Hill Library

Sion Hill Library

Sion Road

Lansdown

Bath

BA1 5SF

Tel (01225) 875763

The library is in the Sion Hill Campus, through the main entrance on the right

Student Housing

The University currently offers student accommodation at halls of residence at Newton Park and Somerset Place , and in off-site accommodation at Waterside Court, Bankside and Charlton Court . The Student Housing Services team provide advice and guidance to students on a range of housing issues as well as allocating and managing halls of residence.

Student Housing Services

Newton Park

Tel: (01225) 875843

E-mail: accommodation@bathspa.ac.uk

Marketing and Communications

The Marketing and Communications Department's responsibilities relate primarily to promoting the University to potential students, influencers and stakeholders. The Department produces a range of publications including the main undergraduate and postgraduate prospectuses, course leaflets and posters, and booklets such as 'Introducing Bath Spa University', 'Welcome to Newton Park', and 'Welcome to Sion Hill'.

The Marketing and Communications Department has overall responsibility for media relations, and is able to offer advice and guidance to staff on maintaining open and constructive relations with the media. The Marketing and Communications Department is normally the first point of contact in communications with the media.

Marketing and Communications

Newton Park

Tel: (01225) 875457

E-mail: enquiries@bathspa.ac.uk

Domestic Services

The University premises are cleaned regularly by staff from the Domestic Services team. The domestic services manager is located in the Stewards Lodge, Newton Park. If you have any problems, please contact the team on:

Ext.: 5765

E-mail: domestic_services@bathspa.ac.uk

Estates

Estates are responsible for buildings and grounds maintenance and security. They can be contacted on the following numbers at the following times:

08:00 – 17:00 Monday to Thursday, 08:00 -16:30 on Fridays

Newton Park - extension 5602

Sion Hill - extension 5485

Security should be the first point of contact in an emergency:

Security - extension 5555 (24 hours, Monday to Sunday)

E-mail: property-services@bathspa.ac.uk

Catering

Refectories – EAT@MORETON (Newton Park) - The dining in 'Eat@Moreton' is supplemented by our all day opening of 'Deli@Moreton' which is at the other end of the dining room, offering many items for 'take-away' and eat in. There is also a refectory at Sion Hill.

Opening Times -

08:15 - 15:45 - For all day breakfast (to 13:45), grilled sandwiches, baguettes, ground coffee, cold drinks etc. plus hot and cold lunches, and snacks (12:00 - 13:45)

13:45 - 15:45 - Enjoy tea and cake, cookies, yoghurt, crisps and confectionery, and much more.

E-mail : catering@bathspa.ac.uk

Section 3

The University – Schools of Study

Bath School of Art and Design

Based at Sion Hill the School teaches art, ceramics, fine art, graphic design, interactive multimedia, media communication, textile design studies and visual culture (inc. fine art).

It has an established, long and successful history and has formed a community recognised for its artistic excellence. Its location in a world heritage centre enhances opportunities for the School to work in partnership with a wide range of national and international art and design agencies, all of which combine to provide an exciting specialist learning environment for students.

Pradeep Sharma - **Head of School**

School of Art and Design

Sion Hill

Tel: 01225 875475

Education

The School of Education at Bath Spa University is one of the largest providers of education and training for teachers and lecturers in the South-West. OfSTED and QAA have rated most of our provision as Good or Very Good in recent inspections. We are a Fast-Track teacher training provider, one of a group of institutions in the country licensed to offer this provision. We are also one of the few institutions offering an Education Studies degree. We work closely with a number of FE colleges, helping them to train their own teaching staff.

We have a Centre of Excellence in Global and Futures Education, and run a range of research and development projects in collaboration with schools and Local Education Authorities across the region.

Professor Stephen Ward – **Dean of School**

School of Education

Newton Park

Tel: (01225) 875549

Music and Performing Arts

The School teaches music, creative music technology, commercial music, creative arts, dance, drama, and performing arts. Their reputation for high quality and innovative teaching is widely acknowledged. In 2004, two of their academic staff were awarded prestigious National Teaching Fellowships and, in 2005, they received national recognition as a Centre of Excellence for Teaching and Learning. Indeed a number of staff operate at an international level as composers, performers, scholars, etc. The newly-established research centre, the Realtime AudioMedia Group, provides a focus for their specialism in real-time interactivity in audio, multimedia and performance.

Joe Bennett – Head of School

School of Music and Performing Arts

Newton Park

Tel: 01225 875875

Humanities & Cultural Industries

The School of Humanities and Cultural Industries' departments provide courses in Contemporary Religions, Creative Writing, Creative Media Practice Cultural Studies, English Literature, Film and Screen Studies, History, Media Communications, Media Production Philosophy and Ethics and Publishing.

The School's Creative Writing Centre offers highly successful MA and PhD programmes in all aspects of creative writing. PhD programmes are available in all of the School's main subject areas. The School is also home to two of the University's Artwork labs, which offer specialist modules to our BA and MA programmes in the fields of Broadcasting (film, TV, radio and web) and Publishing (print and on-line).

Professor Tim Middleton – Head of School
School of Humanities & Cultural Industries
Newton Park
Tel: 01225 875743

The Graduate School

The Graduate School manages the quality and standard of postgraduate masters and research degree (MPhil and PhD) provision across the University, and acts as the administrative hub for research degree provision. The University's Research Support Office is also part of the School, providing assistance to academic staff applying for research grants from the research councils or other funding bodies. Both the Graduate School Office and the Research Support Office are housed at the Corsham Court Centre.

Professor Paul Davies – Director of Academic Services
Graduate School
Corsham Court
Tel: 01225 875470

Science, Society & Management

The School of Science, Society and Management teaches Biology, Diet and Health, Environmental Science, Food Nutrition and Consumer Protection, Development Geography, Geography, Remote Sensing, Tourism Management, Healthcare, Business Studies, Psychology, and Sociology.

Highly qualified and supportive teaching staff provide the foundation for learning and teaching in the School. Field trips in the UK, France, Italy and the USA provide opportunities to develop subject specialist skills and knowledge. Purpose built laboratories and workshops ensure good facilities to support student learning.

Subjects have been reviewed favourably by the Quality Assurance Agency with Sociology gaining a national award to disseminate its good practice to other Departments in England. The majority of staff have research degrees or are working towards one, and most are qualified HE teachers. The School has an excellent record of graduate employment.

Professor Rob Mears – Head of School
School of Science, Society & Management
Newton Park
Telephone: (01225) 875665

Section 4

Further Information/ Contacts

Health and Safety

Policy Statement Extract

'The Board of Governors of Bath Spa University is committed to the provision of a safe and healthy working environment for its students, staff, visitors and contractors. It recognises that Health & Safety is everybody's right and everybody's responsibility and will take all reasonably practicable steps to ensure that these stakeholders contribute positively to the achievement of the Board's ambition.'

Here at Bath Spa University we take health, safety and the environment very seriously. All of our staff are expected to take responsibility and help to ensure that the University is a safe place for everyone. With this in mind we would encourage you to be aware of your surroundings at all times. The University can have a wide range of people on campus at any one time, including those with disabilities (with restricted mobility, sight or hearing), secondary school students and children. When considering your surroundings, it may be useful to think about how these groups differ from yourself, and how safe the environment is for them.

Within your first few days with the University your line manager should show you your normal place of work, and immediate working environment. The following health and safety information should be provided:

- 1) Fire / emergency actions including contacting security
- 2) First Aid – the names and location of First Aid staff
- 3) Job specific health and safety information including relevant work risk assessments that are needed to carry out daily tasks without excessive risk
- 4) Accident reporting procedures
- 5) Smoking policy

If there is anything you are unsure about, please ask your line manager or your area safety manager. For further information, visit the Safety, Health and Environment Office's website: <http://www.bathspa.ac.uk/services/health-and-safety/>

My Area Safety Manager is.....

Environmental Commitment

Here at Bath Spa University we are committed to minimising the impact of our activities on the environment, and making this a more sustainable place to work and study. Our Environmental Policy gives a commitment to continuous environmental improvement. The only way to reach our improvement targets is for everybody to sign-up to this joint challenge.

We have an Environmental Management System in place covering all aspects of the University's operations and are taking part in 'EcoCampus', a pilot scheme specifically designed for Higher Education institutions. We achieved the EcoCampus Bronze award in January 2008 and are proud to have progressed to the EcoCampus Gold award.

Information about the actions individuals can take, the progress the University is making against its targets, and the Environmental Policy can be found on the website. You will also find details about our University-wide recycling scheme, and individual energy saving tips for your workspace.

Any questions about recycling or waste disposal should be directed to the helpline by sending an email to: recycling@bathspa.ac.uk.

We also have several 'Environmental Champions' whose main focus is to promote and encourage energy awareness amongst colleagues. Their work is a highly valued ingredient in helping us achieve our target of cutting CO2 emissions by 25% by 2013. If you would like to find out more about becoming an Environmental Champion, please contact Ola Bankole on Ext: 6523.

For further information visit the Environmental website - www.bathspa.ac.uk/services/environment-management

Environmental Support

Newton Park

Tel: (01225) 876549

Room Booking – Main Building

Charlotte Ellicott/Laura Cary – 5713

E-mail : rooms@bathspa.ac.uk

Copy Shop

Christopher Dolman – 5405

E-mail : copyshop@bathspa.ac.uk

Catering

Phil Turner –Catering Manager – 5745

E-mail : catering@bathspa.ac.uk

Security

Newton Park – 5555

Sion Hill – 5700

E-mail : security-newtonpark@bathspa.ac.uk or security-sionhill@bathspa.ac.uk

Property Services/Maintenance

To log a job use the Work Management System

Web address - <https://applications.bathspa.ac.uk/work/default.asp>

Union Contacts**UCU (formerly NATFHE)**

- Academic staff

Website : <http://users.bathspa.ac.uk/ucu/index.html>

Contact : ucu@bathspa.ac.uk

UNISON

- Support staff

Website : <http://users.bathspa.ac.uk/unison>

Contact : <http://users.bathspa.ac.uk/unison/contact.html>

Name: User ID.....

Department/School.....Ext.....

E-mail.....

Line Manager.....Ext.....

Fire Assembly Point.....

First Aid Box Location.....First Aider.....

Additional Information

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