Staff and Student Induction Information 2020-21
Welcome from the Institute Director

Welcome to the Institute of Biodiversity, Animal Health and Comparative Medicine (BAHCM). It is rather a clunky name and commonly referred to simply as ‘Biodiversity’.

The Institute is one of seven in the College of Medical Veterinary and Life Sciences, but we are home to the majority of non-biomedical research in the College. You are joining an institute with around 50 principal investigators, 60 post-docs, 60 PhD students and 60 Master’s students. The Institute research portfolio (currently supported by grants worth almost £28.6M) is organised into four broad and overlapping themes: Evolutionary Analysis; Infectious Disease Biology; Animal Ecology and Environmental Change; and Ageing, Health and Welfare. The institute is based within three different sites: at Gilmorehill, Garscube, and our field centre (SCENE) on Loch Lomond at Rowardennan. There is much more information on our website: [http://www.gla.ac.uk/researchinstitutes/bahcm](http://www.gla.ac.uk/researchinstitutes/bahcm)

A philosophy of support and collaboration has underpinned the management of this research community for many years, making the Institute a place where people come first and where they enjoy working. We value and recruit collegiate scientists who do their own science well, but take time to support colleagues at all stages of their careers. Different people bring different strengths to these teams, exceptional researchers come in very different forms, and they work and contribute in very different ways. They may be visionaries, communicators, analysts, pragmatists, leaders, enablers, introverts, extroverts, seekers of the lime-light, or the shadows. We have succeeded in maintaining a staff and student profile that is balanced and values the full range of research talent in all its different guises.

Our Institute is a fundamentally interdisciplinary research body. Our strength lies in our ability to work across disciplinary boundaries. Our academic mission is to develop a powerful, versatile, integrative capacity to deliver interdisciplinary research that makes a difference. We do this through flexible and interwoven research teams, constructed to address particular research goals. We hope the result is an excellent working environment that is vibrant, dynamic, personally supportive and empathetic. Please make the most of this by engaging with our seminars, our shared interest groups, and our wide ranging social events. We are always open to suggestions on how to make the institute an even more stimulation and fun environment.

I feel strongly that the Institute belongs to those who are in it. I look to our staff and students for the energy, vision and inspiration that defines us, and I particularly look forward to the contributions you will make. If you run into problems of any sort with your work at the University, please don’t hesitate to contact me (by e-mail, in the corridor, or try dropping by my office).

I look forward to meeting you in due course.

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CONTACT INFORMATION

PROFESSIONAL SERVICES
Please find contact details and key responsibilities for the institute administration staff & lead technical staff within the institute here:
https://www.gla.ac.uk/researchinstitutes/bahcm/contact/administration/

TRM TEAM
The Transforming Research Management Team provide a consistent dedicated service to Principal Investigators and researchers throughout the lifetime of a project from pre-award to post-award. Please get further information and contact details here:
https://www.gla.ac.uk/researchinstitutes/bahcm/studentstaff/admin/#/trm

The Central Research Support Office: https://www.gla.ac.uk/myglasgow/researchsupportoffice/

OTHER KEY CONTACTS
Institute Staff and Students list: http://www.gla.ac.uk/researchinstitutes/bahcm/staff/
UofG Staff AZ Directory: http://www.gla.ac.uk/stafflist/
Institute Management Group:
https://www.gla.ac.uk/researchinstitutes/bahcm/studentstaff/admin/#/institutemanagementgroup
INSTITUTE INFORMATION

SEMINARS
There are two seminar series that run weekly. This information is available on the webpage using the below links. Details are also kept up to date on the institute google calendar, BAH Events email and our media screens.

The Institute Seminar Series feature talks from external guests. The seminars alternate between the Gilmorehill and Garscube campuses on a Wednesday 1-2pm. Details for upcoming seminars can be found here: https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/instituteseminars/ If you would like to meet with any of the speakers please contact the listed host. To contact the seminar co-ordinators please ask one of the administration team.

The Internal Seminar Series feature talks from PhD students, postdocs and PI’s. The seminars are held in the Graham Kerr Building on a Friday 4-5pm. Details for upcoming seminars can be found here: https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/internalseminars/. To contact the seminar co-ordinators please ask one of the administration team.

ALL STAFF AND STUDENTS ARE STRONGLY ENCOURAGED TO ATTEND BOTH SEMINAR SERIES.

SHARED INTEREST GROUPS
The Institute supports a number of Shared/Special Interest Groups (SIGs). These research clusters bring together researchers to communicate and collaborate toward a common interest. For more information: https://www.gla.ac.uk/researchinstitutes/bahcm/research/sigs/

SOCIAL EVENTS
The Institute is renowned for being very friendly! There are many events held throughout the year but below we provide some information on the regular events. If you have any ideas for additional social events we would welcome your suggestions.

Coffee in the Museum
Is held every two weeks in the Zoology Museum (Graham Kerr Building) on a Thursday, starting at 10.30am. For the host rota and a list of dates please use this link: https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/socialevents/coffeeinthemuseum/

Coffee at Garscube
Is held once a month in the Resource Centre (Henry Wellcome Complex) on a Thursday, starting at 3.30pm. For the host rota and a list of dates please use this link: https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/socialevents/coffeegarscube/

Friday Drinks
Staff and students meet for drinks every Friday after the internal seminar talk at 5pm in the Zoology Museum (Graham Kerr Building). The group then move to a local pub around 6pm. The chosen pub venue is announced on the mailing list: bahcm-social@glasgow.ac.uk and the social Facebook page: www.facebook.com/groups/217683908272058/.

ALL STAFF AND STUDENTS ARE WELCOME TO ALL SOCIAL EVENTS.
COMMUNICATIONS
Our institute communication group manage all of the below platforms.
Web page: https://www.gla.ac.uk/researchinstitutes/bahcm/
Twitter: https://twitter.com/IBAHCM
Instagram: https://www.instagram.com/uofg_ibahcm/
Calendar: https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/institutegooglecalendar/

We circulate a weekly e-newsletter and also use media screens/notice boards. All our staff and students are encouraged to use these tools as much as possible. Please contact Claire Malcolm (Claire.Malcolm@glasgow.ac.uk) with information on your institute activities - professional and social!

ATHENA SWAN
The Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine employment in higher education and research. Since then the Athena SWAN Charter has been expanded to include trans staff and students and to recognise work undertaken in arts, humanities, social sciences, business and law, and in professional and support roles. The charter now recognises work undertaken to address gender equality more broadly and not just barriers to progression that affect women.

In May 2014 we were awarded an Athena SWAN Bronze departmental award. In October 2016 the Institute received the Athena SWAN Silver departmental award. For more information on the institute’s applications, action plans, Self-Assessment Team etc. please visit: https://www.gla.ac.uk/researchinstitutes/bahcm/athenaswan/

EQUALITY & DIVERSITY
The University is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment: https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/

The University has developed a wide range of training resources for staff and students. It is mandatory for all staff to complete the Equality and Diversity Essentials Course using the virtual learning site Moodle 2: https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#/

MENTORING
The institute recognises the importance of mentoring for supporting staff throughout their career progression. To find out more information on the scheme and access the mentoring toolkit: https://www.gla.ac.uk/researchinstitutes/bahcm/athenaswan/mentoring/
OPERATIONAL INFORMATION

HEALTH & SAFETY
IBAHCM safety web pages can be found at the following link:
https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/institutegooglecalendar/

Your line manager or supervisor will go through the Safety Induction Form with you and provide you with a Safety Policy Confirmation Form. The Safety Policy Confirmation form should be completed once you have read the Institute’s Safety Policy and then filed in the most appropriate office along with the Safety Induction Form.

The Safety Induction covers the key elements of Health & Safety and has been made to be as comprehensive as possible. If you consider elements missing from this induction, please contact a member of the Safety Committee.

SECURITY
In the event of an emergency please contact UoG Security using the below phone numbers:
Gilmorehill General Gatehouse Security ex. 4282
Gilmorehill Emergency (Fire/Ambulance/police) ex. 4444
Garscube General Gatehouse Security ex. 5799
Garscube Emergency (Fire/Ambulance/police) ex. 2222

MAIL & KEYS
Please contact the janitor in the Graham Kerr Building or reception staff in the Stoker Building to find out the local information regarding incoming/outgoing mail, opening hours, security procedures etc. They can also advise on badge access activation, key pad codes and the contact for obtaining keys.

ROOM BOOKINGS
To book a room in the Graham Kerr Building please contact Kotryna Ula Kiliulyte (KotrynaUla.Kiliulyte@glasgow.ac.uk) or Lorna Kennedy (Lorna.Kennedy@glasgow.ac.uk).
To book a room in the Henry Wellcome Complex please contact Mark Paterson (Mark.Paterson@glasgow.ac.uk) or Garscube-complexreceptiondesk@glasgow.ac.uk
For all other room bookings please place a request with timetabling:
https://www.gla.ac.uk/myglasgow/estates/timetabling/

TAXIS & TRAVEL
Some taxis can be booked on the institute account - please refer to the Institute Taxi Policy:
https://www.gla.ac.uk/researchinstitutes/bahcm/about/studentstaff/generalindex/taxipolicy/#

To book a taxi from the Graham Kerr Building please contact Kotryna Ula Kiliulyte (KotrynaUla.Kiliulyte@glasgow.ac.uk). To book a taxi from the Henry Wellcome Complex please contact Mark Paterson (Mark.Paterson@glasgow.ac.uk).

For any other travel please contact the University’s travel agents. More information on international travel, domestic travel and travel insurance can be found here:
https://www.gla.ac.uk/myglasgow/procurementoffice/travelproviders/

INSTITUTE VEHICLE
The Institute has the use of a silver diesel 2007 Renault Kangoo Van. If you need to use this vehicle (for institute purposes only) please contact Kotryna Ula Kiliulyte (KotrynaUla.Kiliulyte@glasgow.ac.uk) to find out more on registering and booking information.

MVLS STORES & ORDERING
MVLS Stores: You can obtain a wide range of consumable items from MVLS Stores including chemicals, glassware, stationery and computer discs from the stores.

If you will require access please complete the request form: http://www.gla.ac.uk/colleges/mvls/informationforstaff/facilities/mvlsstores/

Once access has been authorised, you can log into the online ordering menu by using your GUID and password: http://www.mvls.gla.ac.uk/Stores/Account/LogOn

Ordering: All other orders should be sent to the central MVLS mailbox mvls-order requests@glasgow.ac.uk with the email subject "250 order request" using the MVLS Requisition Form which can be found here: https://www.gla.ac.uk/researchinstitutes/bahcm/studentstaff/generalindex/financeexpenses/

ESTATES REPAIRS
All staff can log/raise estates issues through the helpdesk link: https://ebweb.cent.gla.ac.uk/helpdesk/default2.asp

Alternatively you can report estates issues to one of the local contacts:
Graham Kerr Building minor lab/office: Graham Adam (Graham.Adam@glasgow.ac.uk)
Graham Kerr Building minor Building/communal: Graham Adam or the janitor
Henry Wellcome Complex minor lab/office: Marcin Kowalczyk (Marcin.Kowalczyk@glasgow.ac.uk)
Henry Wellcome Complex minor building/communal: Marcin Kowalczyk or the janitor.

USEFUL WEB PAGES
Campus Maps: https://www.gla.ac.uk/explore/maps/
Public Holidays: http://www.gla.ac.uk/services/humanresources/all/worklife/publicholidays/public/
**IT INFORMATION**

**STAFF ID CARDS**
If you are employed by the University, you will need a University Staff Card to make use of the University facilities, e.g. pull printing, Library, Sport and Recreation.
Once you have a staff number you should visit the Library Service desk on level 2 to register: https://www.gla.ac.uk/myglasgow/humanresources/new/staffcards/

**STUDENT CARDS**
Student matriculation & library cards are available from the registry office, in the Fraser Building: https://www.gla.ac.uk/myglasgow/students/sset/idcards/

**IT ACCESS & SUPPORT**
Staff: The HR Recruitment team will issue you with a staff number as part of your contract. This can be used to obtain your GUID: https://milngavie.cent.gla.ac.uk/cgi/usr/cred

Postgraduate students: 24-48 hours after matriculation you will automatically be registered for email and internet access. Further details can be found at: http://www.gla.ac.uk/services/it/forstudents/

To gain access to shared drives please talk to your line manager.

Requests for IT support should be submitted to the helpdesk self-service: https://hornbill.cent.gla.ac.uk/sw/selfservice/

**PRINTING**
The University’s Pull Print service allows you to securely print, scan and copy from any pull printer on campus. During your induction you will be shown where the shared printers are located. All printing costs for staff and PhD students will be paid by the institute, if this doesn't automatically happen please let one of the administration team know. Masters students must fund their own printing. More information on connecting and print charges can be found here: https://www.gla.ac.uk/myglasgow/it/staffprinting/

**EMAIL LISTS**
There are several mailing lists used in the institute: https://www.gla.ac.uk/researchinstitutes/bahcm/studentstaff/communications/emailmailinglistinfo/
To join these mailing lists please follow these instructions: https://www.gla.ac.uk/myglasgow/it/emaillists/#/

**STAFF & STUDENT PROFILES**
All research and teaching staff (postdocs and PIs) have an official profile that is automatically created for them when they join the Institute. Other staff members and students can have profiles made by request. Please email bahcm-webteam@gla.ac.uk. We encourage all postgraduate students to establish and maintain research profiles, which can be excellent promotional tools to present your research activities. Details about how to access and update your profile are provided at the following website: https://www.gla.ac.uk/researchinstitutes/bahcm/studentstaff/communications/staffandstudentprofiles/
**STAFF ONLY INFORMATION**

**INDUCTION**
Your line manager is responsible for your induction. More information on what to expect can be found here: [https://www.gla.ac.uk/myglasgow/humanresources/new/induction/](https://www.gla.ac.uk/myglasgow/humanresources/new/induction/)
The Staff Handbook provides additional information and guidance to staff working at the University: [https://www.gla.ac.uk/myglasgow/humanresources/handbook/](https://www.gla.ac.uk/myglasgow/humanresources/handbook/)

**HR SELF SERVICE**
You can log into the HR Self Service system using your GUID and password to log in: [https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page)

The HR Self Service system allows you to:
- Amend personal details such as contact info and next of kin
- Update bank details
- Request leave
- Download payslips and P60
- View training courses and submit training requests
- Manage the Performance Development Review
- Submit expenses

For more information on the HR Self Service system: [https://www.gla.ac.uk/myglasgow/humanresources/usingcorehrselfserviceasanemployee/](https://www.gla.ac.uk/myglasgow/humanresources/usingcorehrselfserviceasanemployee/)
For more information on staff expenses: [https://www.gla.ac.uk/myglasgow/finance/payandpensions/expensesprocedures/](https://www.gla.ac.uk/myglasgow/finance/payandpensions/expensesprocedures/)

**PROBATIONARY PERIOD**
On joining the University all staff, unless specified to the contrary in their contract of employment, are required to complete a six month probationary period to assess their suitability to undertake the post for which they have been employed. For more information: [https://www.gla.ac.uk/myglasgow/humanresources/recruitment/selection/probation/](https://www.gla.ac.uk/myglasgow/humanresources/recruitment/selection/probation/)

**PERFORMANCE DEVELOPMENT REVIEW**
PDR process provides the opportunity for all staff and their line manager to reflect upon performance and development in the last year and agree objectives and development plans for the forthcoming year. It is **mandatory for all staff** to complete. For more information: [https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr/](https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr/)

**FLEXIBLE WORKING**
The University and Institute support the principle of flexible working arrangements including part time working, staggered hours, compressed hours, home working, job sharing, term time working, annualised hours and flexible retirement. Staff who meet the eligibility criteria should apply to their line manager using the flexible working request form which can be found here: [https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/flexibleworking/](https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/flexibleworking/)

**STAFF COUNSELLING**
PAM Assist is an external and independent service which is free and confidential. More information can be found here: [https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/flexibleworking/](https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/flexibleworking/)
[https://www.gla.ac.uk/myglasgow/health/](https://www.gla.ac.uk/myglasgow/health/)
[https://www.pam-assist.com/](https://www.pam-assist.com/)
ABSENCE
On your first day of absence, you should notify your immediate line manager as soon as possible. Absences lasting more than 7 calendar days require a medical certificate. On returning to work you should attend a return to work discussion with your line manager. More information on the absence policy can be found here:
http://www.gla.ac.uk/services/humanresources/all/health/managingattendancepolicy/managingattendancepolicy/

If you cannot reach your line manager please contact one of the admin team
Graham Kerr Building: Lorna Kennedy (Lorna.Kennedy@glasgow.ac.uk)
Henry Wellcome Complex: Mark Paterson (Mark.Paterson@glasgow.ac.uk)

STAFF BENEFITS
There are a number of staff benefits available. To find out more:
https://www.gla.ac.uk/myglasgow/staff/benefits/
https://www.gla.ac.uk/myglasgow/humanresources/new/benefits/
https://www.gla.ac.uk/myglasgow/courtoffice/fergusonbequest/