University of Glasgow

Institute of
Molecular, Cell &
Systems Biology

Staff Induction Pack

Welcome from the Institute Director

It is my great pleasure to welcome you to the Institute of Molecular, Cell & Systems Biology. You are joining one of seven research Institutes that form part of the College of Medical, Veterinary & Life Science. While we may be the smallest Institute in terms of size, we are very successful in raising research funding and publishing high quality research. The interests of our academic staff span the key areas of molecular, cell and systems biology. We use a variety of different model organisms from bacteria, yeast, plants through to Drosophila and mice as well as translational work in humans. You are entering a multi-disciplinary environment for both young and established scientists wishing to address key questions such as "the molecular basis for life" and "how to sustain agriculture and food".

I look forward to meeting and interacting with you in the future and wish you every success during your time here in the Institute.

Yours sincerely,
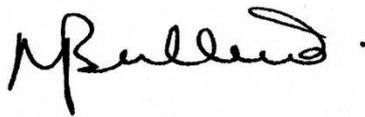
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Contact Information

Professional Services & TRM team

The Institute administration team is based in room 449 Wolfson Link Building and are first point of contact for any enquiries. The Transforming Research Management Team provide advice to Principal Investigators and researchers on grant applications, costings and support our researchers throughout the duration of project.

You can find contact details and key responsibilities for the administration and other key contacts within the Institute here: https://www.gla.ac.uk/researchinstitutes/biology/contact/

Institute Information

Athena SWAN

The Institute of Molecular, Cell & Systems Biology received an Athena SWAN Silver Departmental Award in November 2020.

The Equality Challenge Unit's Athena SWAN Charter was established in 2005 to recognise and promote the careers of women in Science, Technology, Engineering, Mathematics and Medicine (STEMM). The Institute of Molecular Cell and Systems Biology is committed to tackling inequalities in higher education and promoting equality of opportunity in its activities. We aim to create a supportive, non-discriminatory and inclusive Institute and improve career development and progression of all our staff.

For more information on Athena SWAN in the Institute, please visit:
https://www.gla.ac.uk/researchinstitutes/biology/athenaswan/

Communications

Our Institute Communications Working Group pull together content for our website and social media platforms:

Website: https://www.gla.ac.uk/researchinstitutes/biology/
Facebook: https://www.facebook.com/mcandsb/
Twitter: https://twitter.com/UofGIMCSB
Podcasts: https://www.gla.ac.uk/researchinstitutes/biology/podcasts/

We celebrate both professional and personal news! Please contact the Admin Team (mcsb-admin@glasgow.ac.uk) for news, events and activities.

Seminars

The Institute runs regular external and internal seminars. Our external seminars are held Wednesday's at 1pm and feature talks from established external and internal scientists.

Our Early Career Researchers run a seminar series featuring talks from PhD students and postdocs, these are held on Fridays and are followed by beer and pizza.

Details of upcoming seminars can be found here:

https://www.gla.ac.uk/researchinstitutes/biology/seminars/

Social events

Here at the Institute we like to hold social events throughout the year to celebrate successes amongst other events.

Summer BBQ

We have annual BBQ for the whole Institute where family members and children come along.

Coffee catch ups

Every two months we have coffee catch ups where labs host and provide home baking, and gives the opportunity for groups to mingle cross buildings.

Spotlight

The Institute regularly feature staff and students on the 'Spotlight' page. The articles usually highlight specific achievements, whether it is professional or personal and dive into the writers background. You can view previous Spotlights here:

https://www.gla.ac.uk/researchinstitutes/biology/spotlight/

Health and Safety

The Institute Health and Safety officer is Paul Paterson. Our health and safety web pages can be found here:

https://www.gla.ac.uk/researchinstitutes/biology/studentstaff/healthsafety/

Your line manager, supervisor or Welcome Champion will go through the MCSB Health and Safety policy with you and provide you with a Safety Induction Form to complete. The Institute has a Health and Safety Committee who meet regularly to discuss health and safety matters.

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 to register:

https://www.gla.ac.uk/myglasgow/humanresources/new/staffcards/

IT ACCESS & SUPPORT
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

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/

FURTHER INFORMATION

STAFF PROFILES

All research and teaching staff (postdocs and PIs) have an official profile that is automatically created for them when they join the Institute. To update your personal profile, please email mcsb-admin@glasgow.ac.uk.

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

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/

For more information on staff expenses:

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/

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/

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/

PERSONAL RELATIONSHIPS POLICY

The University's Personal Relationships Policy is designed to safeguard professional relationships and ensure that all in the University community are confident that relationships will be conducted with integrity. Any staff who have personal relationships within the University should declare it. For more information please visit: https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/prp/

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/health/

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.

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/

MENTORING

All new staff are given a mentor, for more information and link to the mentor request form, please visit: https://www.gla.ac.uk/researchinstitutes/biology/athenaswan/mentorscheme/